



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11373 Moorage Way  
La Conner, WA 98257  
Phone (360)466-7347 | Fax (360)466-1348

<b>Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?</b>	
<b>Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?</b>	

## JOB DESCRIPTION

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities.

Job Title: Human Resources Generalist Level II

Department: Human Resources

### POSITION SUMMARY.

Under the supervision of the Human Resources Director, The HR Generalist level II, assist and support the HR Director to implement and administer all established human resources programs in a tribal setting. To conduct legal hiring and termination processes, managing employee records, ensuring safety in the workplace and oversee orientation, training and benefits.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain accurate, timely, and required documentation of activities to ensure quality employee relations records and metrics.
- Recommends or take appropriate actions to address concerns as needed. Provides front-line support in the prevention, investigation, resolution, and referral of ER problems.
- Maintain ability to work in a fast-paced environment and effectively manage competing priorities.
- Conduct dispute reviews to include corrective action performance reviews. Consult and build relationships with all levels of team members.
- In an on-going capacity act as a liaison between employer, and employee, overseeing employee relations. His involves receiving and effectively landing employee complaints, escalating these complaints to the level of disciplinary action when necessary.
- Assists in new employee orientation.
- Communicate HR related updates and notifications with employees

- Orients employees by providing information packets; reviewing company policies gathering withholdings and other payroll deductions; explaining and obtaining signatures for benefits programs.
- Administers, medical insurance, short- and long-term disability programs by advising employees of eligibility; providing application information; helping with form completion; verifying submission; notifying employees of approvals. Developing metrics for constant measurements and managing, Tribal First accident claims, Medical Benefits, supplemental life insurance, FML, parental leave and any other employee benefits.
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classification merit increases; tracking vacation, sick leave and vacation time.
- Monitors unemployment claims by reviewing claims; sustaining documentation; requesting legal counsel review.
- Review personal actions forms for completeness and accuracy prior forwarding to payroll.
- Continue Education on HR Laws, updates, additional training tom improve process and HR strategies.

### **EDUCATION, EXPERIENCE AND TRAINING FOR POSITION**

- Associates Degree required in Human Services, or related Education background.
- Bachelors Art Degree preferred.
- Must have at least 5 years' Experience managing and administrative Human Resources Programs.
- Must have at least three years of experience working in a tribal government organization with knowledge of personnel procedures.
- Must be able to maintain confidentiality on all personnel matters.
- Demonstrate leadership skills, training, and presentation skills.
- Must have a valid Washington State Driver's License.

### **SPECIFIC SKILLS / KNOWLEDGE / ABILITIES REQUIRED FOR POSITION**

Preparing job announcements and advertisements; operating a personal computer, work processing, spreadsheets and related software; carrying out assigned projects independently to their completion; communicating effectively verbally and in writing; Establishing and maintaining effective working relationships with applicant's employees. Officials, tribal members and the general public; maintaining confidential and sensitive information. Modern office practices and techniques. Modern policies and practices of human resources Administration; Classification, compensation and benefits, recruitment, selection, training and employee relations.

**WORK ENVIRONMENT AND TIME COMMITMENT:**

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in an office environment.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involved extended periods of sitting, standing, or walking.

**Employment Conditions:**

The personal policies and procedures of the Swinomish Indian Tribal Community apply to all employees, the position of HR Generalist Level II is considered to be an exempt “standard Hours” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_