



Vacancy Announcement

Title:	Human Resource Manager
Reports To:	General Manager
Supervises:	Direct Reports
Location:	Yreka, CA
Salary:	Competitive salary and benefits, (DOE)
Classification:	Full Time, Regular, Exempt, Non-Entry Level
Summary:	The Human Resources Manager will provide leadership to the Human Resources office. The HR Manager will manage the daily operations of Employee Relations, Benefits, and Wellness. The HR Manager will coordinate all activities involving Human Resources management of these functional areas. The HR Manager will be responsible for developing and implementing all employee policies and procedures and ensuring operations managers are adequately trained in all employee policies.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's (TERO) **Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (530) 493-5322, Email: vsimmons@karuk.us

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Responsibilities:

1. Ensures that the General Manager is informed of any and all incidents or potential problems involving enterprise employees.
2. Directs the enrollment process for health benefits, insurance and all other benefits available to RRC employees.
3. Ensure the Rain Rock Casino and its employees are in compliance with Tribal, State and Federal laws relating to Human Resources activities.
4. Develop programs and initiatives for employee retention.
5. Communicates with vendors and insurance carriers on behalf of Rain Rock Casino and our employees.
6. Manages and directs the work of the Benefit Specialists, Employee Relations Supervisor and Wellness Supervisor.
7. Manages the FMLA process ensuring that Rain Rock Casino is in compliance. Communicates with employees regarding their FMLA paperwork.
8. Serves as a resource to the operational managers regarding discipline/termination situations.
9. Partners with operational managers to ensure Personnel Action Records (PARs) are completed, performance documentation is completed and all required paperwork is

- reviewed, approved (when necessary) and processed in tandem with the Employee Relations supervisor.
10. Ensures the HR employees keep files properly maintained and documentation is filed in employee HR files. Conducts file reviews and audits to ensure proper documentation.
 11. Monitors and coordinates quarterly and annual evaluation process to ensure operations managers submit evaluations on time. Reviews and provides feedback to direct reports regarding their performance and the performance of their employees.
 12. Reviews all employee investigations to insure fairness, accuracy and completeness in tandem with the Employee Relations Supervisor.
 13. Manages and coordinates reports, employee documentation, and quarterly reports as requested.
 14. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Requirements:

1. Bachelor's degree in Human Resources, Business Administration, Communications or related field and six (6) years Supervisory experience -preferred.
2. Four (4) years' experience in a Human Resources director position in a Casino environment -required
3. Prior experience with leading/managing staff professionals and work flow- required.
4. Prior experience in an opening/start-up of casino. preferred
5. SPHR/PHR certification (or enrolled/scheduled for exam) preferred.
6. Experience and skills managing industry changes and trends in Employee Relations, Recruitment and Performance Management.
7. Previous experience conducting employee investigations and completing investigative summaries.
8. Excellent computer skills required; Experience with Microsoft Word, PowerPoint, Excel, and Great Plains (may be required to complete and successfully pass skills assessment).
9. Must possess a high level of maturity and the ability to maintain confidentiality.
10. Demonstrated ability to communicate effectively, both verbally and in writing.
11. Willing to work odd and irregular hours if necessary; Willingness to work evenings, holidays, or weekends as needed.
12. Must possess and maintain a valid state driver's license and be insurable by the RRC's insurance carrier.
13. Willing to travel and participate in training as recommended or required.
14. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
14. Must have willingness and ability to work in a smoke/secondary smoke environment.

15. Must adhere to confidentiality policy.
16. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring

Veteran's Preference: It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Benefits Include:

- Comprehensive Benefits Package
- Medical
- Dental/Vision
- Retirement
- PTO, Holiday, Vacation
- Relocation Package can be provided

Council Approved: August 10, 2017; Revised - August 31, 2017