



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: **SEPTEMBER 28, 2018**

CLOSES: **NOVEMBER 27, 2018**

JOB TITLE: **SENIOR HR GENERALIST –
EMPLOYEE RELATIONS &
TRAINING**

DEPARTMENT: **HUMAN RESOURCES**

REPORTS TO: **EXECUTIVE DIRECTOR OF
HR**

POSITION SUMMARY:

Under the general direction of the Executive Director, administers human resources policies relating to all phases of human resources activity, with particular emphasis on employee relations and training, by performing the following duties in accordance with the Puyallup Tribe of Indians policies and procedures. Actively participates as part of the Human Resources leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

EMPLOYEE RELATIONS

1. Advises supervisors/management in appropriate resolution of employee and employment-related problems and concerns, such as interpersonal or inter-departmental disputes, discipline, misconduct, employee complaints and grievances.
2. Provides guidance to Directors/Program Managers and processes mandatory referrals to Employee Assistance Program (“EAP”).
3. Assists Directors/Program Managers with drug and alcohol screen and testing policies and procedures, or other employment policies and procedures specific to their department/program.
4. Regularly counsels employees and Directors/Program Managers regarding personal job performance, team job performance and interdepartmental issues. Researches and sources outside experts to assist with team- building and other organizational development interventions as needed.
5. Ensures accurate record-keeping and preparation of statistical reports related to employment actions, including terminations, disciplinary actions, grievances, complaints, investigations, etc.
6. Listens to complaints and reports of misconduct or other situations, conducts appropriate investigations, documents investigations, and responds to appropriate parties; may prepare detailed reports, may make reports to

Directors/Program Managers or Administration; maintains files of all investigation documents and reports.

7. Receives and processes all formal employee grievances; creates and maintains all grievance files and documents; ensures Grievance Policy in the PTOI Personnel Manual is followed; schedules and facilitates grievance meetings, moderates grievance hearings. Oversees grievance process, facilitates intake and coordination of grievance hearings.
8. Promotes positive employee relations by assisting all Administration staff in resolving personnel and related issues, including assisting Supervisors with appropriate documentation of disciplinary or other resolution
9. Provides assistance to all levels of employees on how to resolve conflicts and ensure compliance with applicable policies, procedures and regulations. Works with both employees and supervisors/managers to identify causes of problems and find methods of resolution. Assists with proper documentation.
10. Conducts internal investigations as requested. Represents Human Resources Department at investigations and personnel-related hearings.
11. Assists Administration with organization and implementation of employee appreciation events and programs.
12. Assists in the development of personnel policies and procedures.
13. Represents the Human Resources Department at unemployment hearings as necessary.
14. Works closely with other Human Resources staff on Family and Medical Leave and Workers' Compensation matters as they relate to employee engagement and attendance.
15. Regularly updates Executive Director on employee relations matters in process, including complaints, grievances.

TRAINING

1. Assists the Executive Director in assessing training needs, designing and developing a strategy, solidifying plans to meet the identified training need of governmental employees, including performing a task analysis to determine training needs and using employee surveys as advisable
2. Implements training programs, including by overseeing scheduling and notification to employees of training opportunities by email, flyers and posters.
3. When necessary, performs before and after evaluation to assure learning has taken place and is seen as beneficial to the employee.
4. Coordinates management training in interviewing, hiring, progressive discipline, terminations, promotions, performance review, safety, Anti-Harassment Policy, including but not limited to sexual harassment, maintaining confidentiality, and other important managerial functions.
5. Conducts training classes for Administration employees as needed.

6. Plans and conducts new employee orientations in collaboration with other members of the HR Department. Implements improvements to orientation process as necessary.
7. Tracks training opportunities and completion, including mandatory Anti-Harassment Training required every 2 year.
8. Develops and maintains individual training records. Oversees entry of training completions in DayForce and oversees filing of training certificates in Personnel Files.
9. Maintains database on those employees who have required certifications. Ensures certifications are updated as needed. Provides proof of certification for filing in personnel file.

OTHER DUTIES

1. Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
2. Responds to inquiries regarding policies, procedures, and programs.
3. Works with Human Resources staff and Administrative management team to develop and coordinate programs to meet organizational goals and staff needs.
4. Works closely with other members of the Human Resources Team to coordinate effective efforts when working with other departments/programs or employees.
5. Develops and maintains ethical and professional relationships with key vendors in an effort to obtain added value for the Puyallup Tribe of Indians.
6. Contributes to a favorable public image of the Tribe by establishing and maintaining relationships and participation in the community (civic, industry, and professional).
7. Maintains confidentiality.
8. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Related Bachelor's degree and eight (8) years related Human Resources experience, including five (5) years handling employee relations issues. An appropriate combination of education and experience may be substituted. Experience working in a Tribal environment preferred. Knowledge and experience with fair employment practices, Federal human resources regulations and laws, compensation and

employee benefit administration. Position requires advance office skills including word processing, spreadsheets and Human Resource Information System processing (preferably DayForce).

Language Skills

Employee must demonstrate the ability to interact tactfully and positively with Tribal Members, all levels of staff and management. Ability to maintain a high level of confidentiality. Ability to read, analyze and interpret common professional journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from staff and regulatory agencies. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions. Ability to effectively present information to management, employees and groups of people.

Mathematical Skills

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions and apply them to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Licenses or Certificates

Professional HR Certificate required (SPHR, SHRM-SCP or SHRM-CP, PHR).

Other Requirements

Must have and maintain a valid and unrestricted Washington State driver's license and proof of automobile insurance. The driver's license must not contain any restrictions that would otherwise prevent an employee from operating a GSA vehicle or complying with the Tribe's Vehicle Use Policy.

May be required to successfully pass a background check prior to and periodically throughout employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile and photocopier and other office equipment.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- There are frequent employee contacts and interruptions during the day.
- Position may be stressful at times due to the sensitive and/or confidential issues being addressed.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises.

This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

The undersigned has reviewed this job description and understands and acknowledges that this job description is a complete description of the duties and responsibilities of the position, and further acknowledges that he/she is able to perform the essential functions and physical demands as required by the position.

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863
Fax#: (253)573-
7963

Email: jobs@puyalluptribe-nsn.gov

*Note: Applications & copies of job announcements available at Rm. # 117
or online at www.puyallup-tribe.com*