



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS:	NOVEMBER 19, 2018	CLOSES:	DECEMBER 6, 2018
JOB TITLE:	RECRUITING SPECIALIST	DEPARTMENT:	HUMAN RESOURCES
REPORTS TO:	SR. HR GENERALIST	HOURS:	FULL TIME – 40 HRS/WK
SALARY:	BASED ON SALARY MATRIX + BENEFITS		

POSITION SUMMARY:

This position assists the Sr. HR Generalist in the day-to-day recruiting for the HR Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. On a daily basis, takes direct responsibility for the Hiring Tracking Worksheet by actively pursuing whatever avenue is needed to ensure hiring timelines are met. Logs notes onto the worksheet, follows-up with hiring managers, brings matters to the attention of the Sr. HR Generalist or the Executive Director, and prepares copies of the hiring worksheet for HR staff meetings.
2. Works with hiring managers and supervisors to identify personnel needs, job specifications, duties, qualifications and skills required. Then, under the general direction of the Sr. HR Generalist, assists with developing a job description for the position. Obtains final approval of job description from Director or Program Manager.
3. Assists the Assistant Executive Director with researching, writing, reviewing, and editing job descriptions as needed.
4. Develops recruiting plans to attract qualified applicants and fills specific job openings and works with external recruiters, as needed, to identify potential candidates.
5. Researches new places to advertise open positions and makes suggestions to Sr. HR Generalist.
6. Screens applications.
7. Prepares and updates Recruiting File for each position.
8. Prepares Job Announcements from Staff Request Forms information and posts job for the appropriate length of time. Daily monitoring of posting to assure adequate number of Job Announcements are available.
9. Prepares and emails summary of weekly job postings/openings with Application to Tribal Administration employees.

10. Places recruiting ads on Tribal website and in Tribal News and other job posting sites as needed. Facilitates payment of invoices for any charges.
11. Processes Emergency Hire requests, researches applicant database for individuals with appropriate skills, knowledge and abilities. Prepares a list for the hiring manager and Sr. HR Generalist review.
12. When recruiting file and job posting are complete, compiles all applications and ensures their timely entry into the applicant database. Maintains the applicant database.
13. Performs review of applications to determine applicants' qualifications and creates the Candidate Overview and Applicant Review worksheets for the Sr. HR Generalist review.
14. Works with the Program Manager or Department Director and the Assistant Executive Director to create interview questions that are relevant to the content of the job and appropriate areas of inquiry. Confers with the HR Sr. Generalist as needed.
15. Schedules interviews and testing as necessary. Ensures that interview room is scheduled. Prepares interview packets for Interview Panel and HR facilitator.
16. Notifies Workforce Development (WFD) of all Tribal Member interviews so that one of their team members can observe the interviews.
17. Handles the Law Enforcement (LE) recruitment process. Schedules and conducts LE candidate physical and written testing. Works with LE and outside entities to arrange LE background checks and psychological, polygraph and medical testing.
18. Conducts interviews and facilitates the interview panel applicant selection process, including by ensuring that the Tribe's hiring preference policy is well-understood by the panel members and followed in the ranking process.
19. Arranges travel and lodging for out-of-town candidates as necessary.
20. Oversees reference, background check and drug screen processes for applicants and performs reference and background checks as needed.
21. Processes background checks for all of Tribal Administration: including volunteers, temporary hires, casual labor employees and contracted employees. Ensures all background checks comply with the Youth Center Background Policy.
22. Prepares Authorization to Hire (ATH) and has the Interview Chairperson sign off. Routes ATH to HR Sr. Generalist and Executive Director for review and signature.
23. When ATH is completed, notifies candidate of job offer or conditional job offer. Facilitates any required drug testing. When candidate accepts, notifies Sr. HR

Generalist and HR Assistant of start date so that EAN can be generated and IT and Fleet Manager can be notified.

24. Assists new employees with relocation assistance if necessary.
25. Prepares hire notification letters to all applicants who applied for the job and closes the Recruiting File. Provides letters to the Senior Generalist or Executive Director for signature and once signed, mails them.
26. Closes out recruiting files and archives files as necessary.
27. Works closely with the Accounting Department to assure projected salary considerations are in line with departmental budgets.
28. Once EANs have been prepared and fully signed off, enters them into the HRIS system. Documents entry date on form and gives EAN to Sr. HR Generalist for review.
29. Assists the HR Team with the preparation of quarterly hiring/ethnicity reports to Tribal Council.
30. Acts as the main contact for updating HR changes to the Tribal website/newspaper for new forms, jobs, events, notices, etc.
31. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

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

AA degree from an accredited technical school, community college or university and three years of related work experience in the HR or related field; or High school diploma or general education degree (GED) and five years related work experience in Human Resources or a related field; or other satisfactory equivalent combination of related education and experience. Intermediate to Advanced experience and knowledge using word processing, spreadsheets and database (i.e. Word for Windows, Excel, Access, etc.) is also required.

Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication

that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Licenses or Certificates

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

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

Must be able to work in a diverse environment with tact and diplomacy and be culturally sensitive.

Must be able to demonstrate superior customer service skills.

Must be able to maintain the strictest confidentiality at all times.

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 typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- 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 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.
- 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 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

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.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*