



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS:	DECEMBER 21, 2018	CLOSES:	JANUARY 18, 2019
JOB TITLE:	HUMAN RESOURCES ASSISTANT	DEPARTMENT:	HUMAN RESOURCES
REPORTS TO:	EXECUTIVE DIRECTOR OF HR	HOURS:	FULL-TIME – 40 HOURS/WEEK
SALARY:	BASED ON SALARY MATRIX + BENEFITS		

POSITION SUMMARY:

Assists the HR staff in day-to-day and long-range department operations. Assists in the coordination of recruitment, selection, grievance, training and HR policy issues within the Human Resources Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answers department's phones, takes messages, and greets visitors. Provides information in accordance with established procedures and policies.
2. Routes and logs incoming and outgoing mail. Indicates action required and follows up to assure prompt response or action. Prepares and distributes mail in a timely manner. Prepares overnight packages and schedules pick-up. Prepares certified mailings and tracks return receipts and files appropriately when returned. Delivers items to nearest Post Office or FedEx locations when needed.
3. Maintains calendar for the department and staff; assists HR team in scheduling appointments and meetings, including interviews, grievance hearings, trainings/training room. Schedules new hires for Orientations. Documents all communications when scheduling meetings.
4. During staff meetings is expected to take meeting minutes quickly and accurately. Responsible for timely recording and distribution of meeting minutes to staff members.
5. Performs intake of applications and resumes and promptly routes them to the Recruiting Specialist for processing. Provides back-up to Recruiting Specialist in entering applications into database. Scans Tribal Member applications.
6. Creates all Employee Action Notices (EANs), logs and tracks signature/approval process. When fully signed, promptly routes the completed EAN to the Recruiting Specialist for input into the HRIS system. Provides back-up to the Recruiting Specialist for inputting EAN into Ceridian. Distributes copies to Payroll, Supervisor and the employee.
7. Maintains 90-day Introductory Period notice database. Sends notifications two weeks prior to completion of introductory/probation period to employee and supervisor.
8. Regularly checks HR forms boxes in hall to ensure that there are sufficient copies of forms. Keeps master list of HR forms updated. Makes needed changes or updates to forms. Updates Job Board with Job Announcements.

9. Assists the Recruiting Specialist with preparing Interview Packets.
10. Acts as the information center for all computer needs of the HR Department and coordinates updates, repairs, training and equipments needs with Technologies. Contacts printer vendor for supplies.
11. On a quarterly basis, goes through closed recruiting files and boxes them up for delivery to archives. Keeps an accurate and updated Archive Log regarding what is stored off-site.
12. Processes employee change of address notifications for Ceridian, medical and Retirement Plan databases. On an annual basis, oversees requests to employees for updated information regarding address changes, phone contact changes, beneficiary or emergency contact changes. When received, enters them into the appropriate database and files the backup records.
13. Maintains an updated Job Book of employment opportunities outside the Tribe and makes available in HR waiting area.
14. Maintains, updates and logs CDRs so HR has a complete database when needed to locate a CDR sent to HR
15. Performs department filing in personnel files, retirement plan files, medical files, FML files, etc. on a weekly basis. Stays current with departmental filing needs and requests assistance as necessary to stay current.
16. Prepares/Drafts and distributes letters, memos, Agenda Request Forms (ARFs), Staff Request Forms (SRFs), and other forms of correspondence as needed. Routes all paperwork to Administration and Accounting as needed.
17. Maintains supply inventory. Orders supplies for office and copy machine as needed. Maintains the copy machine and schedules work orders as needed.
18. Responds to Verifications of Employment.
19. Works closely with the Trainer to promote the training program; prepare flyers and other training materials; send training notifications, cancellations, and keeps attendance documentation. Prepares training certifications for employees.
20. Completes Employment Security Wage Requests.
21. Assists with the scheduling of grievance hearings and meetings.
22. Works with and maintains strict confidentiality in all matters.
23. 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

High school diploma or general education degree (GED) and one year related experience and/or training are required; or equivalent combination of education and experience. Intermediate experience and knowledge using word processing and spreadsheets (i.e. Word for Windows, Excel, Access, etc.) is 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 compose correspondence and reports for publication that conform to prescribed style and format. Ability to effectively present information to community members, employees, directors and senior management staff.

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 Driver's License and proof of auto insurance required. 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 successfully pass a background check prior to hire, and periodically throughout employment thereafter.

Other Skills

Must demonstrate understanding, tact and empathy for others, develop and maintain effective relationships, relate well to people in a variety of situations, and is sensitive in a culturally diverse environment.

Must demonstrate the ability to maintain strict confidentiality at all times.

Must demonstrate exceptional customer service, communication and listening skills.

Must demonstrate excellent organizational skills with close attention to detail.

Must demonstrate ability to take initiative and problem solve using reason to evaluate alternatives.

Is expected to manage time effectively, maintain excellent attendance and complete work assignments accurately and on-time.

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 25 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:

APPLY ONLINE AT [HTTP://PUYALLUP-TRIBE.COM/EMPLOYMENT/](http://PUYALLUP-TRIBE.COM/EMPLOYMENT/)

IF YOU HAVE ANY QUESTIONS ABOUT THE ONLINE APPLICATION CALL 253-573-7863 OR EMAIL JOBS@PUYALLUPTRIBE-NSN.GOV