



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Human Resources Director
Department: Human Resources Department
Supervised by: Tribal Administrator
Pay Range: DOQ
FLSA: Exempt, (Salaried) Regular/Full-Time

Position Summary: Under the direction of Tribal Administrator, the Human Resources Director will be responsible for the planning and organization of the Human Resources programs. Is responsible for creating the policies and procedures that are needed in order to meet the needs of the Bishop Paiute Tribe as outlined in, not only, grants related positions, but the overall employment related requirements of self-governance. Maintain and carry out the vision for an effective Human Resources Department for the overall betterment of the Bishop Paiute Tribe and its employees.

Responsibilities:

- Customer oriented in delivering excellent service to both internal and external customers in a friendly, courteous and professional manner.
- Understands all programs and roles within Human Resources.
- Communicates well in both speech and writing.
- Manages Human Resources staff and any contract agreements under the department.
- Organizes and implements in conjunction with Tribal Employment Rights Office (TERO).
- Motivates and effectively manages staff and supervisory level
- Determine what the procedures would be to assume these responsibilities; the resources available, the laws (ordinance) needed and required.
- Work with Tribal Attorney on the code/ordinances that would become the law involving all aspects of an effective personnel program.
- Identify resources for added personnel services, establish contacts with local, state and other federal agencies, including, but not limited to: other Indian Agencies and non-Indian agencies to work together to provide the best services for all in need.
- Develops a strategic plan for all Human Resources functions, including recruitment and employment, compensation and benefits, personnel records, information systems and performance development and evaluation processes.
- Ensures the confidentiality, integrity and security of personnel records, investigations, grievances, and other human resources documentation is in accordance with applicable tribal, federal, state and local laws, rules and regulations.
- Directs the development, implementation, and maintenance of a salary administration plan, which includes compensation and benefit packages; the classification of positions; pay policies; and performance appraisal programs.
- Maintains, updates and implements the Personnel Policies and Procedures handbook in accordance with applicable tribal, federal, state and local laws, rules and regulations.

- Ensures compliance with 401(k), medical, dental, vision and all employee related benefits.
- Provides consultation to management and employees on all human resources policies and procedures.
- Keeps leadership and other departments informed of status of Human Resources Department activities by attending management team meetings and submitting monthly reports to Tribal Administrator.
- Maintains professional and technical knowledge by conducting research, attending seminars, educations workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of related agencies and organizations.
- Encourages and promotes staff development with an emphasis on management.
- Other duties as assigned

Supervisory Responsibilities: Plan, organize, and direct the human resources staff for the following programs:

Experience and Education:

- Bachelor’s Degree in Human Resources Management, Business Administration or related field plus seven years progressive work experience in managing and implementing all human resource programs, with five years in a supervisory capacity; or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the duties of the position. ATHR, THRP, SPHR or other HR Certification highly preferred.
- Experience in Indian Country Human Resources highly preferred.
- Experience in FLSA, COBRA, ERISA and other federal and Tribal Laws.
- Experience in applying applicable federal and tribal laws, regulations, and requirements including tribal sovereignty and tribal employment rights ordinances.
- Must be personable and polite with ability to use discretion, initiative and good judgment in dealing with tribal members and general public in the performance of duties. Must be culturally sensitive to the membership.

Other Requirements:

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe’s existing automobile insurance policy.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy, including criminal background check.
- **Must comply with the Bishop Paiute Tribe’s COVID-19 Vaccination Policy.**

Signatures

This job description has been approved by all levels of management:

Manager: _____
 HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.