



JOB DESCRIPTION

Bishop Tribal Council
Bishop, California

Position: Human Resources Generalist/Benefits Coordinator
Department: Human Resources
Supervised by: Human Resources Director
Pay Range: T-7 \$18.54-\$25.96/Hr. (\$38,563-\$53,996/annually) DOQ
FLSA Status: Non-Exempt, Full Time

Position Summary: Under the direction of the Human Resources Director, will perform a variety of Human Resources functions. Provides professional and administrative advice, guidance and service to the Bishop Paiute Tribe in support of the Human Resources Department. Serves as the primary point of consultation, coordination, and liaison for personnel issues on a range from; recruitment, hiring, employee relations, and policy interpretation and procedural issues.

Responsibilities:

- Partners with employees and management to communicate various Human Resources capacities, ensures compliance with various applicable; federal, state and tribal regulations and laws.
- Ensures recruiting practices promote customer satisfaction for employees and candidates for employment. Enters data into Human Resources Information System (HRIS) ensuring the accuracy of information and ensures all benefit enrollments in the HRIS to provide vendors with accurate eligibility information.
- Maintains records, files, materials, documents and databases; ensure records are accurate and; updated; review, research and summarize a variety of statistical reports; ensures the integrity and security of confidential employee data.
- Participates in planning and coordinates the implementation of periodic benefits open enrollment programs, including the distribution of content materials.
- Participate in benefits administration to include; determining eligibility, assisting with claim issues and plan changes.
- Works with Human Resources staff, insurance companies and payroll to resolve problems of incorrect billing, cancellation, change of coverage and other operational problems.
- Interviews, screens and recruits job applicants to fill entry-level, temporary, professional and technical job openings.
- Performs reference checks on all potential new hires, schedules pre-employment screening to ensure all processes are completed; Background Check, Drug Screen and Driving Policy.
- Assists in preparing and proof-reading advertisements for recruitment.
- Conducts new hire orientation and assists in the processing of status changes; new hires, miscellaneous changes and termination checklist.
- Performs periodic audits of benefit account reconciliations including; completed paperwork, data entry accuracy of entries - enrollments, changes and terminations.
- Files papers and documents into appropriate employee files; benefits and medical, performs paper and system audits as necessary.
- Complete projects that are assigned using efficiency in time and process.
- Participates in staff meetings and attends other meetings and training seminars as required and necessary.

- Continue Education in Native American Human Resources Certifications.
- Other duties as assigned and required.

Supervisory Responsibilities: None

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral Communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability - the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability - the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated - the individual inspires self and others about them to get the job done and follow through on tasks.

Education and Experience:

- High School Diploma or GED required.
- Formal Education in Business Administration, or Human Resources may be substituted for experience.
- Up to three (3) years of progressive work experience in Human Resources or Benefits Administration.
- Up to three (3) years customer service experience.
- Professional Human Resources (PHR) Certification or Tribal Human Resources Professional (THRP) preferred.
- Knowledge of Human Resources in Indian Country.

Other Requirements:

- Knowledge of principles, practices and trends in recruitment and employment; compensation and benefits; record-keeping systems; and performance development and evaluation systems.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skills in interviewing techniques.
- 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.
- Ability to be persuasive and tactful in controversial situations.

- Ability to communicate clearly with a high degree of verbal and writing skills, ability to deal with a high level of interpersonal skills.
- Excellent typing, word processing, communication, grammatical, composition, and public presentation skills.
- Must possess a valid California Driver's License and be insurable under Tribe's insurance.
- Must have the ability to work with people from diverse cultures, ethnic backgrounds, possess a basic knowledge of Native American communities and always maintains cultural sensitivity.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.
- Must comply with 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.