



## ***Picayune Rancheria of the Chukchansi Indians***

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

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### **POSITION DESCRIPTION – HUMAN RESOURCES GENERALIST**

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**Reports To:** Human Resources Director

**Department:** Human Resources

**Status:** Non-Exempt

**Salary Range:** \$58,470 - \$65,000 Annually

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#### **SUMMARY AND SCOPE:**

The Human Resource Generalist will assist with the daily functions of the Human Resource (HR) department including, but not limited to hiring and interviewing staff, terminations, benefits, personnel policy enforcement, leave, and updating company policies and practices.

#### **PRIMARY RESPONSIBILITIES**

- Assist with all internal and external HR-related matters.
- Participate in developing organizational guidelines and procedures.
- Recommend strategies to motivate employees.
- Assist with the recruitment process by identifying candidates, conducting reference checks and issuing employment contracts.
- Investigate complaints brought forward by employees.
- Coordinate employee development plans and performance management.
- Perform orientations and employee recognition programs.
- Manage the organization's employee database and prepare reports.
- Produce and submit reports on general HR activity.
- Assist with budget monitoring and payroll.
- Review, tracks, and documents compliance with training, continuing education, and work assessments.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Understand and maintain confidentiality at all times.
- Keep up-to-date with the latest HR trends and best practices.
- Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- Associates degree in Human Resources or Business Administration **or** 3 years of human resource experience required.
- Thorough knowledge of employment-related laws and regulations.
- Superb computer literacy with MS office knowledge and related software.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Meticulous attention to detail and organizational skills.
- Excellent time management skills with a proven ability to meet deadlines.

- Strong analytical and problem-solving skills.
- Ability to prioritize and delegate tasks when appropriate.
- Act with integrity, professionalism, and confidentiality.
- THRP I/ II, APHR, PHR, SPHR, SHRM is preferred.

**APPLICATION PROCESS:**

If you are interested in this position, please submit the following:

- Completed Application
  - Cover Letter and Resume
  - Certifications
  - Documentation of completion of Higher Education
  - If claiming Tribal or Native Preference, please provide proof of Tribal Identification
- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: [jobs@chukchansi-nsn.gov](mailto:jobs@chukchansi-nsn.gov)

**PRCI TRIBAL PREFERENCE:**

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

**INDIAN PREFERENCE STATEMENT:**

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

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(Employee Signature)

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(Date)

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(Human Resources Representative Signature)

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(Date)