



**PASKENTA BAND OF NOMLAKI INDIANS
TRIBAL GOVERNMENT & ROLLING HILLS CLINICS
Human Resources Generalist
Position Description**

Reports to: Human Resources Manager	Open: 11/17/2021
Job Class: Exempt; 40 hours per week	Closes: until filled
Department: Shared Services	Email or fax resumes to: hr@paskenta.org
<i>Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.</i>	

POSITION SUMMARY

Under the direction and guidance of the Human Resources Manager, provides administrative support across multiple areas of human resources. The Human Resources Generalist uses discretion and independent judgment to organize work effectively to meet critical administrative deadlines. This position will complete projects and special assignments by establishing objectives, determining priorities, managing time, monitoring progress, problem solving and adjusting plans and priorities as needed. This position will fully support the HR needs of the Rolling Hills Clinics, an instrumentality of the Tribal Government.

DUTIES & RESPONSIBILITIES

1. Assist with the day-to-day operations of the HR department and maintain HR inbox and respond to inquiries.
2. Coordinates and conducts onboarding and orientation for new employees.
3. Assist in recruitment process by coordinating job postings, reviewing resumes, performing reference checks and telephone interviews.
4. Assists with planning and coordinating staff training programs.
5. Ensures compliance with organization and mandated training.
6. Works with vendors to schedule and provide on and off-site training.
7. Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
8. Administers company benefit program, including enrollments, changes and separations. Prepares notification and communication of open enrollment periods.

9. Assist front line managers and supervisors with the performance evaluation process; provides assistance to staff to ensure fairness, completeness and timeliness.
10. Gathers information, processes employment verifications, employment status changes and informational/confidential forms and records.
11. Conduct a thorough and consistent system of communication, notification, reminders, and follow-up for Performance Plans and Annual Performance Evaluations.
12. Administers benefits programs such as life, health, and dental insurance, retirement plans, vacation, sick leave, leaves of absence, and employee assistance.
13. Contracts with outside suppliers to provide employee services, such as temporary employees and provider locums.
14. Ensures physical setup is complete for all new employees including phones, workspaces, computers, badge access and inventory.
15. Responds to routine HR questions including benefits, payroll, personal time off, policies and procedures or direct to the appropriate contact when needed.
16. Prepares employee separation notices and related documentation.
17. Coordinate and manage all Wellness programs with the Wellness Committee based on feedback from employees, client contacts and other stakeholders. This may include employee health and productivity programs, workshops, and seminars, teams and leagues, runs/walks, wellness fairs and special events.
18. Responsible for Wellness Program budgets – create a budget, report on budget variances, and forecast actual expenses.
19. Responsible for Wellness related communications by partnering with Wellness Committee.
20. Other duties assigned by Supervisor.

MINIMUM QUALIFICATIONS

1. A high school diploma or equivalent.
2. Bachelor's degree from an accredited college or university with major course work in business administration, human resources management or related field; or 5 years related experience and/or training; or equivalent combination of education and experience.
3. In-depth knowledge of general human resources policies and procedures within a healthcare or non-profit environment preferred.
4. At least 4 years related experience and/or training with recruiting, benefits administration, employment law.
5. Detail orientated, accuracy, and the ability to work independently under minimal supervision is also required.
6. Ability to motivate and maintain effective working relationships with supervisor and staff from diverse cultures.
7. High level of organizational skills, and ability to communicate effectively.
8. Demonstrated high level of time management skills and efficiency in office procedures.
9. Excellent command of English language, spelling, grammar and punctuation.

10. Local travel is occasionally required from Red Bluff and Corning.
11. Must successfully complete a pre-employment drug screen and background investigation.

COVID RAPID TEST

To protect the welfare and safety of clients receiving services at Rolling Hills Clinic, we prefer that you obtain a COVID Rapid Test onsite prior to date of hire. Test are performed at RH Clinic should you decide to get one done.

NOTE TO APPLICANTS

Please be advised a pre-employment Drug Test and a Department of Justice Fingerprinting clearance will be required as a condition of employment.

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. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in an office setting. The noise level in the work environment is usually low to moderate. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. 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.

Employment with Paskenta Band of Nomlaki Indians is voluntarily entered. All PBNI personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by PBNI. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Paskenta Band of Nomlaki Indians and employee and is subject to change by the Paskenta Band of Nomlaki Indians.