



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

**EXTERNAL JOB POSTING**

<b>POSITION:</b>	<b>HUMAN RESOURCES GENERALIST</b>
<b>POSTING DATE:</b>	<b>DECEMBER 6, 2018</b>
<b>CLOSING DATE:</b>	<b>DECEMBER 14, 2018, 5PM</b>
<b>NUMBER OF OPENINGS:</b>	<b>1</b>
<b>RATE:</b>	<b>\$ 22.00/ HOUR</b>
<b>STATUS:</b>	<b>FULL-TIME, NON-EXEMPT</b>

**IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.**

**TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT [WWW.TRIHCI.ORG](http://WWW.TRIHCI.ORG)**

**PLEASE SEND COMPLETED APPLICATIONS TO [HUMANRESOURCES@TRIHCI.ORG](mailto:HUMANRESOURCES@TRIHCI.ORG)**

IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

PHONE: (559) 784-2316 • FAX: (559) 781-6514

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**POSITION DESCRIPTION:  
HUMAN RESOURCES GENERALIST**

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**Reports To:** Human Resources Manager/ Safety Officer

**FLSA Status:** Full-Time, Non-Exempt

**Revised Date:** November 07, 2018

**Prepared By:** Human Resources

**Salary Grade:** \$22 / Hour

**Board Approval:** November 07, 2018

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**Position Summary:**

Under direct supervision of TRIHCI's Human Resources Manager/ Safety Officer the Human Resources Generalist is responsible for performing various HR-related functions on a professional level and works closely with TRIHCI's management team. The Human Resources Generalist will assist with the development of human resource policies, direct TRIHCI's human resources activities and develop and maintain a variety of programs to ensure engagement to attain organizational objectives. The Human Resources Generalist will also assist in the following areas: Benefits Administration, Employee Relations, Training and Development, Policy Implementation, Safety, and Leave Administration.

**Essential Duties and Responsibilities:**

1. Assists with and coordinates annual open enrollment programs for all benefit programs, optimizing enrollment and education of all staff.
2. Assists with and performs benefits administration to include claims resolution, change reporting, reconciliation and communicating benefit information to employees.
3. Participates in the development and coordination of training programs, career development and diversity programs.
4. Assists management with the selection and contracting of external training programs.
5. Administration and maintenance of employee training records.
6. Performs training needs assessment for the organization.
7. Provides necessary education and materials to managers and employees.
8. Serves as the subject matter expert for the leave programs in alignment and under the general direction and guidance of the HR Manager/Safety Officer.
9. Interprets and administers leave programs and policies in accordance with the applicable federal and state employment laws (FML, Personal Leave, etc.).
10. Administers all aspects of leave programs.
11. Coordinates and organizes all medical information and ensures that HIPAA and Employee Privacy guidelines are closely monitored and effectively executed.

12. Maintains all administrative aspects of leave to include tracking hours used/taken and working closely with the Payroll to ensure that pay for employees is accurate and correct.
13. Works closely with employees to ensure that all relevant completed medical documentation is submitted for timely review.
14. Maintains appropriate contact with all employees on leave and coordinates all aspects of return to work for employees on leave.
15. Assists with all other special tasks and projects as directed.
16. All other duties as assigned.

**Additional Responsibilities may include:**

- a) Participation in all required staff meetings.
- b) Performing of general office duties or other related responsibilities as needed and assigned.
- c) Be available to travel for training and meetings as well as support any additional clinics.
- d) Must be drug free and submit to a pre-employment drug screening and continued random drug screenings.

**Knowledge Skills and Abilities**

1. Thorough understanding of human resources principles and practices, including employment law, and wage and hour.
2. Energetic, forward-thinking and creative with high standards and an appropriate professional image.
3. Proven ability to handle multiple projects and meet deadlines.
4. Strong interpersonal skills.
5. Ability to interpret complex laws, regulations and/or policies.
6. Ability to collect, interpret and/or analyze complex data and information.
7. Demonstrated proficiency in leading and motivating staff.
8. Good judgment with the ability to make timely and sound decisions.
9. Creative, flexible, and innovative team player.
10. Commitment to excellence and high standards.
11. Excellent written and verbal communication and presentation skills.
12. Ability to work with all levels of management.
13. Understand and respond to a diverse population.
14. Strong organizational, problem-solving, and analytical skills.
15. Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
16. Leadership and business acumen skills desired.

**Education and/ or Experience**

1. Must have a bachelor’s degree in human resources or related field, with 5+ years human resources experience or an equivalent combination of education and experience may be considered in lieu of a degree. The Human Resources department and Chief Executive Officer will determine what is equivalent.

**Certificates, Licenses, Registrations**

1. Possess a current, valid California driver’s license, driving insurance and a good driving record are required for this position.

2. Possess First aid/ CPR at the BCLS level are required or obtained within three (3) months of hire.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/ or abilities required. In accordance with the American with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Possess excellent oral and written communication skills.
2. Must pass pre-employment drug & alcohol test.
3. Must pass pre-employment physical.
4. Must pass background check.
5. Must maintain a professional appearance and attitude.
6. Must be punctual and reliable;
7. Must maintain absolute confidentiality regarding employees and patients (if applicable) per HIPAA and TRIHCI policies.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, § 472 & 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

**Contingencies**

TRIHCI maintains a drug and alcohol free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

**Physical Work Environment:** *the description provided here is representative of those conditions in which the Human Resources Generalist will be required to perform the essential function of this position. As stated earlier, reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Human Resources Generalist is primarily situated in a standard office environment within the Health Center, where there is little or no exposure to variations in the either or other similar elements. The Human Resources Generalist will also move about the health center to meet with departments and co-workers. Consequently, the Human Resources Generalist must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time).
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 10 lbs. repeatedly and up to 30 lbs. intermittently.
4. Possess the visual acuity to read printed material and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required.

The clinical setting at TRIHCI is categorized by OSHA and a Blood-Borne Pathogen Category I facility. Thus, there may exist the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exist the potential for exposure to chemicals, biological, toxicants, and irradiants found on-site.

**Disclaimer:**

*The position description lists the major duties and requirements for the Human Resources Generalist position as established by subject-matter experts and the Human Resources Manager at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills and abilities not fully articulated herein.*

**Employee Affirmation:**

*I have thoroughly read the attached position description for the position of Human Resources Generalist. Any verbal explanations that I have requested concerning the information in this position description have been provided to me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.*

Employee Name (printed)
Employee Signature
Date