



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CA 93258

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

INTERNAL & EXTERNAL JOB POSTING

POSITION:	HUMAN RESOURCES MANAGER
POSTING DATE:	JULY 5, 2019
CLOSING DATE:	JULY 15, 2019- 5PM
NUMBER OF OPENINGS:	1
RATE:	\$68,000/ YEAR, DOE
STATUS:	FULL-TIME / SALARY, EXEMPT

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

PLEASE SEND COMPLETED APPLICATIONS TO HUMAN.RESOURCES@CRIHB.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

HUMAN RESOURCES MANAGER POSITION DESCRIPTION

Reports to: Chief Executive Officer (CEO)

Prepared By: Human Resources

FSLA Status: FT, Exempt

Salary Grade: TR-11 (68k-85K)

Revised Date: July 01, 2019 (by COO)

Board Approval Date: (07/05/2019)

Position Summary:

Working closely with the Chief Executive Team, and reporting directly to the CEO, the HR Manager directs the Tule River Indian Health Center, Inc. (TRIHCI) Human Resources Program including the areas of recruitment, employment, compensation, classification, performance management, training, organizational development and change, HR records management and employee benefits in accordance with the organization policies, accreditation standards, and applicable laws, rules and regulations.

Essential Duties and Responsibilities:

1. Assist TRIHCI leadership in the design and maintenance of organizational structure with appropriate staffing to effectively accomplish the organization's goals and objectives by overseeing recruiting, employee training, and evaluating the quality of the Human Resources Department.
2. Serves as primary contact for concerns regarding HR matters.
3. Contributing to the development of HR department goals, objectives, and systems.

These responsibilities involve achieving the following tasks:

4. Maintaining and revising the company's handbook on policies and procedures.
 5. Overseeing, administering and maintaining new hire-required mandatory training.
 6. Investigates and maintains records for all work-related injuries and/or illnesses, provide statistical analysis, and assist/work collaboratively with department management in the development of effective health and safety and risk management countermeasures to continuously improve safety objectives.
 7. Keeping informed of legal updates according to California State and federal laws, and informing supervisors and employees of critical changes in law and regulations.
 8. Overseeing and implementing policies and procedures related to the privacy of and access to patient health information and compliance with the federal and state information privacy laws.
 9. Overseeing/Administrating the Worker's Compensation Program and implementing an effective plan for minimizing and reducing worker injuries.
 10. Conducts thorough injury and incident investigations.
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11. Oversees the recordkeeping for training and accidents.
12. Participates in emergency evacuation procedures, training, and practice drills.
13. Provides technical guidance, compliance, and oversight for organizational hiring panels.
14. Reviews all hiring and ensures compliance with Federal, State, and TRIHCI policies.
15. Reviews all personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.
16. Oversees the development and implementation of orientation programs for new employees and contracted labor.
17. Designs, implements, and assures the proper maintenance of employee and contractor files in accordance with TRIHCI policies and applicable laws, regulations, standards, and confidentiality.
18. Manages and coordinates training and organizational development programs that address personal, professional, and organizational needs of employees and departments.
19. Plans, prepares, and controls budgets for training and organizational development of all departments.
20. Recommends compensation adjustments as needed in the planning and preparation of the salary, fringe benefits, and training components of the budget.
21. Oversees employees wage and salary programs and recommends regulatory compliance and competitive salary levels necessary to attract and retain qualified employees.
22. Manages the administration of insurance, retirement and other benefits programs and provides recommendations for improvements to employee/employer sponsored benefits programs.
23. Develops and coordinates grievance and performance management programs designed to minimize and mediate workplace disputes; foster a positive and productive work environment.
24. Principal staff contact for personnel policies and procedures and may serve on personnel related planning and policy-making committees.
25. Maintains a professional organized clean working environment by following organizational policies, guidelines, and safety standards.
26. Perform 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.

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 Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Knowledge, Skills, and Abilities:

27. Possess strong HR generalist competencies, particularly in the areas of record management, employee relations, and performance management.
28. Demonstrate excellent inter/intrapersonal and communication skills and the ability to interact effectively with individuals of multi-cultural and diverse populations.
29. Ability to consistently exercise discretion and independent judgment.
30. Possess the ability to perform well in-group problem-solving situations and use best judgment and reason even when dealing with highly emotional topics.

These responsibilities involve the following skill sets:

31. Deliver effective training and presentations on technical subjects to large and/or small groups of various educational and cultural backgrounds.
32. Ability to establish and maintain effective relationships with and gain confidence and cooperation of supervisors and managers on difficult issues.
33. Skill in applying complex fact-finding, analytical and problem-solving methods and techniques. Skill in analyzing and interpreting the qualification standards, the OPM (Office Of Personnel Management) classification standards, HIPAA Policy and Standards, State of California and Federal Personnel regulations for program continuity.
34. Ability to demonstrate basic levels of computer literacy, with functional understanding of Microsoft Windows Operating Systems in an office setting.

Supervisory duties (if any):

This position oversees the Human Resources/Administrative Assistant and Generalist personnel.

Education and/or Experience:

A Bachelor's Degree in personnel management, human resources, organizational development, business administration, or a related area, or equivalent work experience (three [3] to five [5] years) in a related capacity is required.

Certificates, Licenses, Registrations:

1. Possess a Valid California Driver's License and be insurable with the Tule River Indian Health Center Inc. insurance agency.

Qualifications and Contingencies:

1. A Master's degree in personnel management, human resources, organizational development, business administration, or a related area, or Human Resources Certification as a Professional or Senior Professional in Human Resources (PHR, SPHR) is preferred.
2. Minimum of three (3) years experience is required in personnel management, human resources, organizational development, business administration or a related capacity is required.
3. 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.
4. A valid California Driver's License is required and be insurable with the Tule River Indian Health Center Inc. insurance agency.
5. All candidates for the Human Resources Manager position must have acceptable work history if previously employed with the Tule River Indian Health Center, Inc., Tule River Tribe and/or Tribal Entities.
6. Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Sections 472 & 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

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

While performing the duties of this position, the Human Resources Manager is situated in a standard office environment within the health center, which there is little or no exposure to variations in the weather or other similar elements. The Human Resources Manager will move throughout the health center to meet with supervisors and co-workers but maintains limited direct patient/client contact.

The Human Resources Manager must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Possess 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/or up to 25 lbs. intermittently;
4. Possess the visual acuity to read printed materials and a computer screen for long periods of time; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate and translate in person and over the telephone effectively as required.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, and toxicants found on-site.

Disclaimer: *This position description lists the major duties and requirements for the Human Resources Manager position as established by subject-matter experts 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 Manager. Any verbal explanations that I have requested concerning the information in this position description were provided to me to my satisfaction. Subsequently, I affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties, responsibilities, and tasks outlined herein.*

Employee Name (Print)
Employee Signature
Date