



**Picayune Rancheria  
Of the  
CHUKCHANSI INDIANS**  
49260 Chapel Hill, PO Box 2226 \* Oakhurst, CA 93644 \* (559) 412-5590

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## POSITION DESCRIPTION – Human Resources Manager

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**Reports To:** Tribal Administrator

**Department:** Human Resources

**Status:** Exempt

**Salary Range:** DOE

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### Summary & Scope of Position:

Plans, creates, implements and coordinates administrative a human resources policies, procedures and activities, such as employment, compensation, benefits, training and employee services.

### Primary Responsibilities:

1. All HR management, employment compliance and development for the Tribal Office staff and others as required
2. Perform duties of a highly confidential nature that require comprehensive knowledge of Tribal Organization policies, practices and procedures
3. Records management of all systems with the scope of HR (personnel and benefits files, applications and resumes, recruiting and interview files, etc.)
4. Create and implement effective recruitment and interview process to fill open positions
5. Orient and direct new employees regarding information about the Tribal Office, policies and procedures, benefits and other first-day requirements
6. Ensure budgets, schedules, staffing and performance requirements are met
7. Participate in and analyze compensations surveys within labor market to determine competitive compensation strategies
8. Train and advise department managers, directors and executive staff of any company policies regarding and Human Resources and/or Administration issues as necessary
9. Train and advise staff as needed to ensure compliance with any HR related grant and/or Federal requirements
10. Consult legal counsel to ensure that policies comply with Tribal or other laws as required
11. Regularly review and edit Personnel Policy Manual
12. Prepare and monitor budget for Human Resources
13. Study legislation, external tribal decisions and other government sources to assess industry trends; represent organization at personnel related hearings and investigations
14. Approve contracts with outside suppliers to provide employee services (temporary employment services, etc.)
15. Oversee the analysis, maintenance and communications of records required by law or local governing bodies, or other departments in the organization
16. Perform other related duties as required
17. Manage effective and compliant HR operations
18. Ensure all Policies and Procedures are compliant with applicable law and are being followed appropriately making recommendations where needed for policy amendments for compliance.
19. Budget justification Support to Tribal operations offices includes: TGC, CIHA, PRCI on a daily basis
20. Provide mutually respectful support to other HR Business Partner teams Advising Managers on Employee disciplinary and relation issues

**Qualifications/Requirements/Skills:**

1. Minimum of 5 years experience or Bachelor's degree with Experience
2. Excellent communication skills with the ability to interface at all levels of management and personnel within other departments (encompasses verbal, written, listening)
3. In-depth knowledge and experience creating and implementing Human Resources personnel law compliance practices and policies particularly within the Native American community
4. Strong background in employee relations and dispute resolution with excellent interpersonal skills
5. Ability to read, analyze and interpret common journals, financial reports and legal documents
6. Ability to respond to common inquiries or complaints from employees, management, outside agencies, or members of the community
7. Ability to effectively present information, Tribal Council as required
8. Must have knowledge and experience of all levels of procedures, functions, equipment and systems within the Human Resources and Administration environments
9. Effective time management skills (schedules, timelines, task prioritization)
10. Flexibility; ability to adapt to changing priorities and perform multiple tasks concurrently
11. Attention to detail and accuracy
12. Strong leadership, management and mentoring skills; team oriented
13. Strong computer skills, PC with applicable Office applications and strong internet skills
14. Ability to maintain confidential information
15. Valid California Driver's License
16. Must successfully pass pre-employment drug screening

*IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.*

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(Approval Signature)

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(Date)