

Yerington Paiute Tribe VACANCY ANNOUNCEMENT

Position Classification and Description

Tribal Council Approved: 5/19/2020



POSITION TITLE: Human Resources Director
DEPARTMENT: Administration
SUPERVISOR: Deputy Administrator of Program Operations
WAGE: Level 22-0 \$23.84 to Level 24-0 \$26.28 F/T 40hrs/wk
CLOSING DATE: Open Until Filled

POSITION SUMMARY: Under the direct supervision of the Deputy Administrator of Program Operations the Primary function of the position is to establish and manage personnel services, policies and procedures, for the Yerington Paiute Tribe.

DUTIES:

- Establish appropriate personnel procedures and policies including internal human resource department management systems.
- Assists in recruitment and maintenance of Job descriptions.
- Administer and manage compensation, annual leave benefits and employee performance evaluations.
- Posts job vacancies and ensures accurate and updated information on all employment postings.
- Provides current and prospective employees with information about policies, job duties, wages, and all employee benefits.
- Conducts all reference and background checks.
- Prescreens applicants for interviews and schedule interviews.
- Plans and conducts new employee orientations.
- Ensures employment compliance of all federal wage laws.
- Serves as a link between management and employees by handling questions and helping to resolve work-related problems.
- Manages and monitors all professional contracts.
- Investigates and reports on industrial accidents.
- Maintains workman's compensation claim files.
- Assists in drafting amendments to the Personnel Policy.
- Maintains employee records and compiles statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Maintaining company directory and other organizational charts
- Works directly with Finance on employee related insurance requirements, wage adjustments/issues, eligibility, and necessary forms, etc.
- Maintains confidentiality requirements.
- Vigilant in employment laws.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Business Administration, or related field and/or 4 years of professional or paraprofessional experience in the research, development, evaluation or revision of personnel/employee programs, organizations, or methods, or procedures in related field of personnel development, or administration of policies and procedures in Human Resource field.
- Able to work independently.
- Exceptional organizational, writing and grammar skills are a MUST.
- High level verbal and computer skills.
- Must adhere to a strict degree of confidentiality.
- Sensitive to Tribal Culture
- Must possess a valid Nevada driver's license and be insurable.
- Pass a complete pre-employment-background investigation and pre-employment drug screen.
- Must be able to lift 40 lbs

HOW TO APPLY:

1. Complete an application by contacting our Human Resources Director below.
2. All applications must accompany a 3 year DMV history, high school diploma/Equivalent or College Degree.

Human Resources Department
171 Campbell Lane
Yerington, NV 89447
775-783-0265
Fax: 775-463-2416
Email: hrdirector@ypt-nsn.gov

Please note: *Preference may be given to qualified Native American applicants under CFR, Subpart M, Part 273, Subpart D, 273.45. Must pass and comply with the PL101.630-Indian Child Protection and Family Violence Protection Act. (if applicable)*