

Employment Opportunity



8802 27th Ave NE, Tulalip, WA 98271
Office: 360-716-5030

JOB TITLE: TTFC Human Resources Manager

PAY RANGE: \$41.87 - \$62.80

DEPARTMENT: TTFC Human Resources

JOB DESCRIPTION: The TTFC Human Resource Manager is responsible for all aspects of the TTFC Human Resources department; overseeing and participating in the administration of hiring, retention, termination, personnel records, legal compliance, compensation, benefits, and long-term staffing strategies. Responsibilities include development and administration of personnel rules and regulations and policies and procedures, pay and job classification structures, and programs for employee training, safety, health, and morale. The Human Resource Manager works within applicable federal, state, and tribal regulations as well as established company policies, procedures, and philosophies.

TO APPLY: Please visit <http://quilcedavillage.org/Employment> or contact TTFC HR at (360) 716-5030. For existing employees, you may complete the web form application located on the Self-Service portal at <https://quilcedavillagewa.munisselfservice.com/ess/employmentopportunities/default.aspx>.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: TTFC Chief Administrative Officer

EMPLOYEE SUPERVISES: TTFC HR Coordinator, TTFC SR HR Generalist

EDUCATION:

- High School Diploma or GED Required.
- Associate's Degree in a relevant field of study from an accredited college or university Required.
- Bachelor's Degree in a relevant field of study from an accredited college or university Preferred.
- SHRM, HRCI or THRP Certification or Ability to achieve within 9 months of hire.

EXPERIENCE:

- Minimum of (5) years of experience in a Human Resources position is required.
- Experience in the administration of compensation programs and other Human Resources recognition and engagement programs and processes.
- Minimum of (5) years of Supervisory experience is required.
- Minimum of (5) years of Budget Management experience is required.
- Experience working with Electronic Records Systems is required.
- Experience with a Tribal organization and proven ability to interact with a diverse employee culture is preferred.

SKILLS:

- Knowledge and experience in employee relations, compensation, organizational planning, recruitment, policy writing, health and safety, employee engagement, retention programs, and employee development.
- Knowledge of business and management principles related to strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.
- Proficient in organizational management practices; especially as it relates to a Human Resources environment.
- Skilled in utilizing electronic records systems and the Microsoft Windows environment. Must include proficiency in Excel, Adobe, Microsoft Word and Outlook.

OTHER REQUIREMENTS:

- Strong knowledge of principles, practices and standards of Human Resource Management.
- Strong knowledge of organizational and management practices for planning, analysis and evaluation of programs, policies and procedures.
- Knowledge of policies for compliance with local, state and federal laws.
- Valid, unrestricted WA State Driver's License.
- Must have the ability to work weekends, evenings and/or Holidays as needed or requested.
- Employment is contingent upon successful completion of a pre-employment background check, to include fingerprinting.
- Demonstrated ability to serve as a knowledgeable resource to the Executive Leadership team and to provide overall organizational leadership and direction.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Office environment, sitting, standing or walking for extended periods of time.
- Ability to prioritize multiple tasks with frequent interruptions.
- Ability to provide top-notch customer service.
- Ability to establish and maintain effective working relationships with other departments, staff and outside agencies.

SPECIFIC JOB PERFORMED:

- Develop formal processes and department workflows to increase efficiency, consistency and a clear understanding of all HR functions.
- Manages, organizes and implements all Human Resource Operations with guidance from the organization's Handbook and policies.
- Develops and implements policies and procedures to include research, evaluation and recommendations for improvement.
- Develop and manage a reliable and effective Human Resource team to achieve department goals in line with TTFC's goals, mission and values.

- Engage, coach, supervise, train and evaluate assigned staff. Provide recognition and/or carry out disciplinary action when warranted.
- Oversee and participates in the development and review of job descriptions and classification specifications.
- Oversee and participate in all recruiting and hiring of qualified applicants, including administering testing and employment verifications as well as all other employment-related matters.
- Ensures that all new hires receive formal orientation to ensure they understand company policies and procedures.
- Formulates procedures for systematic retention, protection, retrieval, transfer and disposal of records.
- Reviews all records and staff work products to ensure completeness, accuracy, accountability and timeliness.
- Maintains strict confidentiality and protects operations by being discreet and confidential and ensuring that staff uphold the same.
- Maintains an awareness of Human Resource trends and legal issues that may impact the organization. Develops, recommends and implement organization-wide changes to policies and procedures to respond to these issues.
- Investigate employee complaints under organizational policies, including but not limited to complaints of discrimination, harassment, hostile work environment and retaliation.
- Oversee and assist in the retirement, separation or dismissal of employees; to include exit interviews.
- Provide guidance, support and coaching to all leaders and employees with the goal of achieving successful work performance and commitment.
- Acts as an internal liaison to department leaders to interpret, ensure adherence to, and maintain compliance with established Human Resource policies and procedures.
- Implement employee relations activities, such as team-building exercises and engagement initiatives with the goal of boosting morale, improving cooperation, fostering teamwork and improving performance.
- Oversee and assist with conducting HR-related training across all levels and functions of the organization.
- Oversee and participate in Employee Recognition and Appreciation events.
- Oversee and assist with informing staff about policy changes or other related communications.
- Oversee the management of the call-in process, documentation of, and other related procedures.
- Ensure that all Unemployment Notices or other claims or notices are processed in a timely and efficient manner. Attend hearings when necessary.
- Develop and oversee a strong Health and Safety program on behalf of the organization.
- Act as the HR liaison with Quil Ceda Village, Tulalip Tribal Government, Tulalip Gaming Organization and staff for the purposes of collaboration and shared Human Resources activities.
- Performs other duties as assigned.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.