

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Human Resources (HR) Manager

PAY RANGE: \$40.42-\$60.63

DEPARTMENT: QCV Administration

JOB DESCRIPTION: Overall responsible for all aspects of management of Quil Ceda Village Human Resources department and personnel. This includes but is not limited to: recruiting, hiring and orientation of new hires, Maintaining and upholding policies and procedures, helping employees with work-related issues, budgets, training and employee relations and other compliance and reporting tasks.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5047.

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

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: QCV Operations Director

EMPLOYEE SUPERVISES: To be determined

EDUCATION:

- High School Diploma or GED required
- Bachelor's Degree in a relevant field of study from an accredited college or university is preferred. Years of Experience may be considered in lieu of education requirement
- SHRM, HRCI or THRP certification or ability to achieve within 6 months of employment

SKILLS:

- Skills in budget preparation and administration
- Skills in problem solving and conflict resolution
- Skills in managing, supervising and developing employees
- Skills in computer and software using all MS Office products
- Skills as a team player who enjoys working in a team environment that is mission-driven and results-oriented
- Ability to exercise independent judgement and maintain confidentiality
- Ability to communicate efficiently and effectively both verbally and in writing to a variety of audiences

- Skill in preparing, reviewing and analyzing operational and statistical reports

EXPERIENCE:

- Minimum four (6) years of Human Resources experience
- Minimum four (4) years of Supervisory experience
- Minimum two (2) year Budget management experience
- Experience with a tribal organization and ability to interact with a diverse employee culture preferred
- Experience working with public ERP systems preferred

OTHER REQUIREMENTS:

- Knowledge of principles, practices and standards of human resources management
- Knowledge of organizational and management practices for planning, analysis and evaluation of programs, policies and operational needs
- Knowledge of policies for compliance with local, state and federal laws
- Valid, unrestricted WA State Driver's License
- Travel locally and regionally as consistent with the scope and responsibility of position. (I.e. job fairs)
- Work evenings, weekends and/or holidays as needed or requested
- Employment is contingent upon successful completion of a pre-employment background check, to include fingerprinting

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 excellent customer service
- Ability to establish and maintain effective working relationships with other departments, staff, and outside businesses

SPECIFIC JOB PERFORMED:

- Manages, organizes and implements Human resources operations, procedures with guidance from the Quil Ceda Village Handbook and policies
- Develops, reviews and revises job descriptions and classification specifications. Facilitates approval process and implementation
- Responsible for recruiting and hiring qualified people within Quil Ceda Village; including administering testing, employment and income verification and other employment matters
- Develops a working knowledge of each department and works collaboratively with departments to develop and administer the selection processes
- Conducts new employee orientations including ensuring employees understand company policies
- Responsible for all aspects of the department's budget
- Develops and implements policies and procedures to include research, evaluation and recommendations.
- Manages HR data bases
- Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records
- Reviews administrative records to ensure completeness, accuracy, and timeliness
- Maintains management and employee confidences and protects operations by being discreet and confidential

- Investigate employee complaints under Quil Ceda Village policies, including complaints of discrimination, harassment, hostile work environment and retaliation
- Prepares and assists in the retirement, separation or termination of employees including exit interviews
- Provide guidance and coaching to managers and employees with the goal of successful work performance and commitment
- Implement employee relations activities like; team-building activities or engagement initiatives that help boost morale, improve cooperation and improve performance
- Assist and/or conduct HR related training across all levels and functions of Quil Ceda Village
- Assist with Employee appreciation and recognition events when necessary
- Assist with informing employees about policy changes or other related communication
- Manages the call-in process and document per department procedures
- Acts as a Human Resources liaison with Tulalip Tribal Federation Corporation, Tulalip Tribal Government and Tulalip Gaming Organization Management and staff for 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, and special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. 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

