

Employment Opportunity

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



JOB TITLE: Human Resources Data Specialist

PAY RANGE: \$30.72 - \$46.08

DEPARTMENT: QCV Human Resources

JOB DESCRIPTION: The Human Resources Data Specialist is responsible for accurately entering, updating, and maintaining employee information in the Human Resources Information System (HRIS) and related databases. This role ensures data integrity, supports compliance with company policies and legal requirements, and helps streamline HR processes. Additional responsibilities include processing job postings, screening candidates, maintaining recruitment records and metrics, and assisting with interview scheduling, new hire documentation, and onboarding activities.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self-Service portal: <https://quilcedavillagewa.munisselfservice.com/ess/EmploymentOpportunities>. For more information or questions, please visit <http://quilcedavillage.org/Employment> or call Quil Ceda Village Human Resources at (360)716-5017.

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

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Human Resources Manager

EMPLOYEE SUPERVISES: None

EDUCATION:

- High School Diploma or equivalent (GED accepted)
- Associate degree or 4 years of relevant Human Resources experience may be considered.

SKILLS:

- Proficiency in HR software (e.g., Tyler, Munis, or similar systems)
- Demonstrated ability to manage and protect confidential and sensitive information with discretion and integrity.
- Working knowledge of HR functions, processes and compliance
- Skilled in Microsoft Excel and Word, including spreadsheet management, data analysis and professional document formatting
- Strong attention to detail and commitment to accuracy in all aspects of work
- Demonstrated ability to deliver excellent internal and external customer service, supporting employees and managers with HR related inquiries and concerns

EXPERIENCE:

- Minimum of 2 years of experience in Human resources
- Minimum of 2 years of experience in Data Entry into a HRIS
- THRP Human Resources Certification or obtain within 6 months of employment. SHRM or other related HR professional certification may be accepted

OTHER REQUIREMENTS:

- Valid, unrestricted WA State Driver's License
- Travel locally and regionally consistent with the scope and responsibility of position
- 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 and outdoor environments. Sitting, standing or walking for extended periods of time.
- Ability to establish and maintain effective working relationships with other departments, staff, and outside businesses.
- Dexterity for the operation of computers, office machines and routine paperwork.
- Strength to lift objects weighing up to 25 lbs. occasionally
- Mobility to bend, lean over, and/or climb stairs on an everyday basis
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SPECIFIC JOB PERFORMED:

- Always uphold the highest standards of confidentiality of sensitive employee information
- Accurately enter and maintain HR-related data in HRIS systems and databases, ensuring data integrity and confidentiality
- Verify data accuracy and resolve discrepancies promptly
- Process data entry for new hires, terminations, and employee status changes
- Generate reports and support internal and external audits as needed
- Manage job postings, screen candidates, and maintain accurate recruitment records and metrics
- Support recruitment and onboarding activities, including conducting interviews and facilitating new hire orientation
- Track and process employee call-ins using the Call-In Tracker, ensuring accurate recordkeeping
- Enter and update data in Compease, REDW, and Performance Pro systems; ensure Munis Human Capital Management is current
- Assist the HR team with clerical tasks including scanning, filing, maintaining personnel files, and tracking mandatory training, while ensuring compliance with federal, state, and tribal regulations
- May assist with developing and updating organizational layouts for departments
- Ensure compliance with labor laws and internal HR policies

- Perform other duties as assigned to support the Human Resources department and fulfill the responsibilities of the position

TERMS OF EMPLOYMENT:

This Regular Full-time position requires at least 40 hours per week or 2080 hours per year. Employees may be required to work after hours on weekends, at special events, or on call. Upon completing the applicable probationary period, an employee may be eligible for a pay increase, subject to budgetary restrictions. Employees will be required to work on-site, with 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 intended 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.