

## Employment Opportunity

---

8802 27th Ave NE, Quil Ceda Village, WA 98271  
Office: 360-716-5000 • [www.QuilCedaVillage.org](http://www.QuilCedaVillage.org)



Quil Ceda Village  
q<sup>w</sup>əl'sidə? ʔalʔaltəd

**JOB TITLE:** Human Resource Generalist

**DEPARTMENT:** Quil Ceda Creek Counseling Company (QCCCC)

**JOB DESCRIPTION:** The Human Resource Generalist is responsible for all aspects of the Human Resources department, overseeing 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, pay and job classification structure, and programs for employee training, safety, health, and morale. The Human Resource Generalist works within applicable federal, state, and tribal regulations as well as established company policies, procedures, and philosophies.

**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 360-716-5016.

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

---

**EMPLOYEE CLASSIFICATION:** Exempt

**EMPLOYEE REPORTS TO:** QCCCC Administrator/Sponsor

**EMPLOYEE SUPERVISES:** N/A

**EDUCATION:**

- Bachelor's degree or equivalent in Human Resources, Business, or Organizational Development.

**SKILLS:**

- Knowledge and experience in employment law, compensation, organizational planning, recruitment, organization development, employee relations, safety, employee engagement, and employee development.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Skilled in excellent organizational management practices.
- Skilled in computer-based and Microsoft Windows environment. Must include knowledge of Excel and skills in Human Resources Information Systems (HRIS).

**EXPERIENCE:**

- Five (5) years of progressive leadership experience in Human Resources positions, to include engagement in recruiting positions requiring formal licensing/certification.

- Experience in the administration of benefits and compensation programs and other Human Resources recognition and engagement programs and processes.

#### OTHER REQUIREMENTS:

- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement is preferred.

#### PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Ability to work in a cross-culture environment and understands the social and cultural context of the patients at the QCCCC, understanding the role of trauma, historical, community, family, and personal experience in wellness and recovery.
- Ability to exhibit exceptional written and spoken communication skills.
- Demonstrated ability to serve as a knowledgeable resource to the executive management team that provides overall organizational leadership and direction.

#### SPECIFIC JOB PERFORMED:

- Provides all employment related reports to the Administrator/Sponsor, including and not limited to, turnover statistics, wage and salary surveys, tribal member status, and departmental staffing.
- Administers various human resource plans and procedures for all organization personnel, assists in the development and implementation of personnel policies and procedures, prepares and maintains the employee handbook and the policies and procedures manual.
- Maintains an awareness of Human Resources trends, legal, and environmental issues that impact the QCCCC. Develops and implements effective organization-wide changes to policies and procedures that respond to these issues.
- Conducts recruitment effort for all exempt and nonexempt workers, writes and places advertisements, works with department managers to screen and interview candidates, conducts reference checking, extends job offers, conducts new-employee orientations, monitors employee relations counseling, and conducts exit interviews.
- Provides current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits.
- Acts as an internal consultant to departmental managers to interpret, ensure adherence to, and compliance with established human resources related policies and procedures.
- Monitors employee eligibility for benefits plans. Reviews benefits with employees and processes enrollment, cancellation, or changes. Organizes and manages annual open enrollment communications and election process. Verifies benefit billing accuracy and processes for payment.
- Monitors and advises managers and supervisors in the progressive discipline system of the QCCCC. Reviews the implementation and progress of a performance improvement process with non-performing employees.
- Advises directors and managers on organizational policy matters such as equal employment opportunity and sexual harassment and recommends needed changes.
- Maintains and processes all Unemployment Notices of Entitlement and potential charges in a timely, efficient manner. Attends unemployment hearings when necessary.
- Leads company compliance with all existing legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, and worker compensation programs.

- Maintains all employee personnel files and emergency contact information.
- Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits I-9 forms.
- Performs all 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. 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.