

SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130

POSITION ANNOUNCEMENT

POSITION:	Human Resource Assistant
DATE OF ANNOUNCEMENT:	July 7, 2016
CLOSING DATE:	July 20, 2016
HOURS:	Full Time
SALARY:	\$12.00 - \$14.00/hr

GENERAL STATEMENT OF RESPONSIBILITIES

The Human Resource Assistant is responsible for assisting with consistent record keeping, documentation, recruitment, background checks, personnel related correspondence, oversight of employee benefits for Susanville Indian Rancheria employees, and ensuring compliance with existing personnel policies.

SPECIFIC RESPONSIBILITIES

1. Assists with the maintenance of personnel, background, and payroll files.
2. Sets up new employee files and provides general orientation for all new employees.
3. Ensures confidentiality of employee information and employee files.
4. Assists with health benefit administration including COBRA.
5. Assists with evaluation administration.
6. Assists with grievance administration.
7. Assists with personnel policy and procedure updates.
8. Assists with recruiting activities.
9. Assists with HR related reporting.
10. May assist in presenting documents to Tribal Business Council / Health Board and/or be present at Board meetings.
11. Assists with the preparation and coordination of in-service training for staff.
12. Assists with administration of SIR's retirement plan.

13. Assists with Workers' Compensation administration.
14. Contributes to the team effort by participating in the Susanville Indian Rancheria's facility wide performance improvement plan.
15. Other duties as assigned.

MINIMUM QUALIFICATIONS

1. High School Diploma or GED.
2. One year documented experience of public service in an office setting preferably in HR or related field.
3. Some experience with employee benefits preferred.
4. Type 45 words per minute.
5. Demonstrated experience in word processing and spreadsheet programs.
6. Excellent oral and written communication skills.
7. Ability to maintain confidentiality in all matters.
8. Willing to attend training.
9. Must have a drivers' license and be insurable as determined by the Susanville Indian Rancheria insurance provider.
10. Ability to relate well with Native Americans.

*** Preference will be given to Native Americans (42 CFR 36.221)