



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130

JOB ANNOUNCEMENT

Position: Human Resources Assistant II
Supervised by: Human Resources Manager
Supervisor of: None
Starting Salary: \$15.34 to \$16.12 hr.
Benefits: Highly competitive benefits package **See below*

GENERAL STATEMENT OF RESPONSIBILITIES

The Human Resources Assistant II will perform record keeping, recruitment, background checks, draft personnel related correspondence, oversight of employee benefits, ensures compliance with existing personnel policies and updates these policies as requested by the Tribal Business Council/Health Board, Programs Director and/or new State/Federal legislation.

SPECIFIC RESPONSIBILITIES

1. Maintains and updates all personnel, background, personnel medical and payroll files. Ensures all employees renew Confidentiality Agreements and other required forms yearly. Maintains all retired/discharged personnel and payroll files.
2. Sets up new employee files and provides general orientation for all new employees.
3. Maintains a tickler file on all licensed personnel to ensure CEU's are received in order to maintain licensure of medical/dental staff. Will provide information needed by the Tribal Health Board to re-privilege medical/dental staff prior to current privileging expiring and at least every two years.
4. Maintains orientation checklists and procedures to ensure uniform documentation on all employees. Annually reviews the checklists to assure accuracy and completeness.
5. Processes Employee Action Notices within three days of notification of change. Keeps an EAN log to track the signature process of the form.
6. Assures confidentiality of employee information and employee files. Maintains employee tickler files on hire dates, address lists, TB testing, Hepatitis B Vaccinations, and CPR training.
7. Provides health insurance application forms to eligible new-hires within the first 30 days of hire. The Human Resource Assistant II will write the date the employee qualifies for the insurance upon the application form. Assists employees with problem claims. Provides insurance program information packets to all new enrollees and additional information as requested to existing employees.

8. Maintains a tickler file of employee evaluation due dates. In a timely manner, provides supervisors with evaluation packets for each employee they supervise.
9. Assists staff with the preparation of grievance procedures. Acts as a neutral party while observing and monitoring discussions between staff members, supervisors and/or Program Directors.
10. Updates personnel policies and procedures as requested by the Tribal Business Council / Health Board, Programs Director and/or new legislation. Develops new forms as required and updates existing ones. Updates computer position description files as required, but at least annually.
11. Maintains application files for all vacant positions.
 - a. For new positions, develops position announcement, description and advertisement.
 - b. Provides job information over the phone, through the mail and by fax to interested applicants.
 - c. Files applications according to position. All undesigned applications will be placed in the unsolicited application's file to be reviewed periodically for potential job openings.
 - d. For all positions requiring math or typing proficiency, test applicants in the appropriate category and attach test results to the application for consideration during the interview process.
 - e. Provides the Department Head with a copy of all qualified applicants. Will develop a finalist list from the applications chosen by the Department Head.
 - f. Will develop an interview schedule, call the interview panel and prepare packets for the interview panel.
 - g. Will do background searches to include:
 1. Social security / 10 year felony & misdemeanor search
 2. Credential and education verification
 3. Licensure
 4. Previous Employment
 5. Personal References
 6. Fingerprints
12. When requested, will assist in presenting documents to Tribal Business Council / Health Board and/or be present at Board meetings.
13. Works closely with supervisors to ensure all Workers' Compensation cases, terminations and disciplinary actions meet both SIR Personnel Policies and Federal Labor Law requirements. Will thoroughly document all Workers' Compensation claims, terminations, disciplinary actions, American With Disabilities Act determinations, and Family and Medical Leave Act requests. Will provide copies to the employee's file as well as to their supervisor and Program Director.
14. Works closely with Department Heads in the development of new programs to ensure that SIR's personnel policies are properly implemented. Will provide documentation during

program reviews and be available to answer personnel, background check and records management inquiries.

15. Coordinates CPR and personnel up-date/in-service training requirements for staff, and provides supervision and evaluation training for supervisors.
16. Will provide information / forms for SIR's retirement plan(s) during employee orientation or upon request.
17. Participates in the Susanville Indian Rancheria's facility wide performance improvement plan.
18. Other duties as assigned.

MINIMUM QUALIFICATIONS

1. High School Diploma or GED.
2. Two years experience in HR or related field preferred.
3. Demonstrated knowledge of all areas of HR including compensation, benefits, and employment law.
4. Type 45 words per minute.
5. Two years general office and computer experience preferred.
6. Demonstrated experience in word processing and spreadsheet programs.
7. Excellent oral and written communications skills.
8. Valid California Driver's License with a clean driving record.
9. Willing to attend training sessions for Human Resource matters.
10. Ability to relate to Native Americans.

DESIRED QUALIFICATIONS

1. One year experience in background investigations.
2. Two years experience with Microsoft Word and Excel programs.

SIR BENEFITS PACKAGE

The Susanville Indian Rancheria offers its Full-Time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid

annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, and life insurance; 401(k) retirement plan.

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

Click here to download an application www.sir-nsn.gov/human-resources