



# SIRCO

SUSANVILLE INDIAN RANCHERIA CORPORATION

745 Joaquin Street  
Susanville, CA 96130  
(530) 257-4921

## VACANCY ANNOUNCEMENT

**OPENING DATE OF ANNOUNCEMENT:** July 7, 2021  
**CLOSING DATE OF ANNOUNCEMENT:** Open until Filled-First Cut-off 07 23 21  
Second Cut-off 08 06 21  
Third Cut-off 08 20 21

**POSITION TITLE:** Human Resources Manager  
**SUPERVISES:** No  
**STARTING SALARY:** Negotiable - Depending on Experience  
**FLSA STATUS:** Exempt  
**NUMBER OF POSITIONS:** 1  
**STATUS:** Permanent  
**HOURS:** Full Time  
**LOCATION OF POSITION:** Herlong, California

### GENERAL STATEMENT OF RESPONSIBILITIES:

The Human Resources Manager has responsibility for human resources activities, including but not limited to employee relations, benefits, safety, facilitating performance evaluations and supporting management with determining staffing levels; plans and administers employee health, welfare and retirement plans; assessment and supporting management with selection of candidates, and maintenance of records related to the above. The Human Resources Manager will promote healthy relationships between team members and management to ensure compliance with applicable SIRCO, Federal, State, and local employment regulations, policies, and procedures.

### SPECIFIC AREAS OF RESPONSIBILITIES:

- Serves as a link between management and employees by handling questions and administering employment contracts and helping resolve work-related problems.
- Advises managers on organizational policy matters and recommends needed changes.

- Analyzes, makes recommendations, and supports modification of benefit policies to establish competitive programs and ensure statutory compliance.
- Assesses and makes recommendations related to staffing duties, including partnering with management in dealing with understaffing, facilitating resolution of disputes, terminating employees, and administering disciplinary procedures.
- Represents organization at personnel related hearings and investigations.
- Partners with management in the assessment and screening of candidates; performs reference, employment, and criminal history checks.
- Supports planning, coordination, execution, and documentation of activities related to employment, compensation, labor, and employee relations.
- Provides current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotions and employee benefits.
- Partners with Operations Manager in planning, development, and administration of safety programs.
- Supports Operations Manager with investigations, causal analysis, trending, and reporting industrial accidents for insurance carriers.
- In partnership with the Operations Manager, plans, develops, and administers compensation, group health and retirement programs.
- In partnership with the Operations Manager, analyzes statistical data and reports to identify and determine causes of personnel problems and develops recommendations for improvement of organizations personnel policies and practices.
- Partners with management in analyzing training needs; plans, organizes, and coordinates personnel training.
- Maintains compliance with Federal, State, and local labor laws and regulations.
- Updates and maintains employee handbooks, policies, and safety manuals as applicable.
- Partners with management in the evaluation and classification of job positions.
- Plans and conducts new employee orientation.
- Maintains records and compiles statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.

- Partners with responsible managers in planning, and separately conducts exit interviews.
- Partners with management in development, administration, and evaluation of applicant tests.
- Other duties as assigned.

**KNOWLEDGE SKILLS AND ABILITIES:**

- A. Knowledge of office management systems and procedures.
- B. Knowledge of Google Applications such as DropBox and Gmail.
- C. Knowledge of Native American Communities, their organizational structure, and basic understanding of Tribal Laws and regulations.
- D. Understanding rules and regulations related to Section 8(a) Business Development Program for minority and disadvantaged businesses.
- E. Working knowledge of ADP HR software solutions including annual updates and training to support compliance needs to SIRCO.
- F. Excellent written and verbal communication skills.

**MINIMUM QUALIFICATIONS:**

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass a pre-employment background check.
4. Must pass a pre-employment drug test.

**ADDITIONAL QUALIFICATIONS FOR THIS POSITION**

5. Associate Degree in Human Resources Management or related field and six years human resources or related experience; or a bachelor's degree in Human Resources Management or related field and four years human resources or related experience.
6. Must be proficient in MS Office.
7. Must have strong organizational and planning skills.
8. Must be able to multi-task and prioritize work.

9. Must be able to partner with management to facilitate the resolution of conflict to maintain a positive work environment.

### **WORKPLACE ENVIRONMENT:**

**1. PHYSICAL SAFETY:** The work requires minor physical exertion, such as short periods of standing, walking over rough/uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping.

**2. WORKING ENVIRONMENT:** Regular exposure to favorable conditions such as those found in a normal office.

### **PERFORMANCE EXPECTATIONS:**

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

### **PREFERENCE POLICY:**

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| 1 <sup>st</sup> Preference: | Enrolled member of a Federally Recognized Tribe.                        |
| 2 <sup>nd</sup> Preference: | Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card. |
| 3 <sup>rd</sup> Preference: | All other applicants.   |

### **HOW TO APPLY AND APPLICATION REQUIREMENTS:**

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: [www.sir-nsn.gov/human-resources/](http://www.sir-nsn.gov/human-resources/) (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to [ramador@sir-nsn.gov](mailto:ramador@sir-nsn.gov) or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.