



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

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	July30, 2024
CLOSING DATE OF ANNOUNCEMENT:	Aug 12, 2024
POSITION TITLE:	Human Resources Assistant Manager
SUPERVISES:	Yes
STARTING SALARY:	\$32.83 - \$41.04 – Depending on Experience
GRADE:	15
FLSA STATUS:	Exempt
NUMBER OF POSITIONS:	1
STATUS:	Temporary
HOURS:	Full Time
BENEFITS:	Highly competitive package *See below
SUBJECT TO P.L. 101-630:	Yes, This position works with and around our children and youth and is therefore subject to P.L. 101-630.

GENERAL STATEMENT OF RESPONSIBILITIES:

Reporting to the Human Resources Manager, the Human Resources Assistant Manager is responsible for all human resources functions, but not limited to, maintenance of records; recruiting for open positions; conducting background checks; health insurance enrollments, monitoring worker' compensation claims; overseeing disciplinary and grievance processes; advising managers on HR policies and procedures and personnel related matters; preparing written correspondence; presenting reports to the Health Board and Tribal Business Council; and ensuring all HR functions comply with the Personnel Policies and Procedures, and applicable state and/or federal law.

This position works with and around our children and youth and is therefore subject to P.L. 101-630.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Maintains and updates all personnel, background, personnel medical and payroll files. Maintains copies of all purchase orders authorized for background checks.
- Sets up new employee files and provides general orientation for all new employees.
- Processes Employee Action Notices within three days of notification of change.
- Assures confidentiality of employee information and employee files.
- Provides insurance programs information to all new enrollees and additional information as requested to existing employees. Assists employees with problem claims.

- Assists staff with the preparation of grievance procedures. Acts as a neutral third party while observing and monitoring discussions between staff members, supervisors and/or Program Director.
- Maintains application files for all vacant positions.
- Presents a monthly HR report to Tribal Business Council and Health Board in absence of the HR Manager.
- Works closely with Supervisors to make sure that all Workers' Compensation cases, terminations and disciplinary action 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 of the employee's file as well as notifying their supervisor and Program Director.
- Provides information on COBRA and Temporary Continuation of Coverage (TCC) for benefits to departing employees.
- Assists, prepares and coordinates CPR and personnel up-date/in-service training requirements for staff, and provides supervision and evaluations training for supervisors.
- Will provide information on SIR's retirement plan during employee orientation or upon request. Will notify employees of the date the 401K plan allows employees to enroll.
- Directs and supervises Human Resources Specialist and Human Resources Assistant.
- Other duties as assigned, within the Human Resources scope of work.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Knowledge of Susanville Indian Rancheria Policies and Procedures
- B. Knowledge of compensative, benefits, and employment law.
- C. Oral and written communication skills.
- D. Skill in Microsoft Word and Excel programs.
- E. Ability to work independently without supervision.

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 P.L. 101-630 background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. An associate's degree in human resources management or a related field and four years human resources experience; or a bachelor's degree in human resource management or a related field and two years human resources experience: or a graduate degree in Human

Resource Management or a related field and two years human resources experience; or combination of both experience and education totaling six years.

7. Demonstrated knowledge of all areas of HR including compensation, benefits, and employment law.
8. Documented experience on hiring and recruiting for both professional and non-professional positions.
9. Demonstrated knowledge of the hiring requirements of Healthcare Professionals and staff with a comprehensive healthcare outpatient facility.
10. Demonstrated experience in word processing and spreadsheet programs.
11. Two or more years of experience in background investigations.
12. Excellent oral and written communication skills.
13. Willing to attend training sessions in Human Resources matters.
14. Ability to relate to Native Americans.

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

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.

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:

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

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases; eligibility for annual merit increases; sixteen 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, vision, and life insurance; and 401(k) retirement plan.

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/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA. Resumes in addition to the Application is encouraged but not mandatory.

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. **In additional we encourage you to provide a statement on how you meet each Minimum and Additional Qualifications 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 wbrown@sir-nsn.gov faxed to [530-251-1895](tel:530-251-1895) 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.