

# SANTA ROSA RANCHERIA TACHI YOKUT TRIBE

## Human Resource Department

### Job Requisition Form

**Department:** Human Resources

**Position to be filled:** Director

**Required Qualifications/Essential Duties:**

- Bachelor's degree (BA/B.S) in Human Resources Management , Public Administration, Business Administration or related field
- 5 (five) to 7 (seven) years of Human Resource experience
- Valid California Driver License
- Must be insurable through companies carrier and maintain throughout employment
- Stay updated with Federal and State laws;
- Advises department directors/employees of company handbook policy and procedures regarding employment opportunities compensation and employee benefits;
- Consults legal counsel to ensure that policies comply with Federal and State laws;
- Work hand in hand with all other departments: Elders Center, Education Center Recreation Department, Tribal Social Service Department (TSSD) Tachi-Yokut Early Education Department (TYEEC), Environmental Protection Agency (EPA), Housing Department, Membership Department, Department Public Safety (DPS) Maintenance Department, Finance Department, Cultural Department, The Administration Department and all Gaming Commission Departments;
- Develop and modify policies and procedures to present to Tribal Council and Tribal Administrator as needed;
- Coordinates and conducts orientation for all new hires;
- Provide information for income Verifications and other authorized entities provided with written consent;
- Prepares job requisitions for vacant positions to be advertised;
- Post/remove departments vacant positions from SRR Tachi Jobs website;
- Assists Human Resources staff with the distributions of flyers on/off Rancheria if needed;
- Post/remove departments vacant positions from SRR Tachi Jobs website;
- Input information for new hires/separated employees into Random Drug Database system;
- Coordinate date and generate list from Random Drug Database system for monthly random drug/alcohol testing
- Meets with Key management to develop safety Programs policies and procedures;
- Collaborate with Tribal social service Department and Tachi Palace Training Department for employee/management training as needed;
- Attends Claims & Benefits review meeting with Benefits Coordinator hosted by Tribal First;
- Plan, budget and coordinate employee functions (Quarterly meetings, Fabulous Friday, Christmas party, ect.);
- Develop and modify department job descriptions as needed;
- Update and modify Santa Rosa Rancheria Tribal Government and Gaming Commission employee handbook as needed;
- Advises Gaming Commission Management/employees of company policies and procedures in according to Gaming Commission handbook;
- Other duties as assigned;
- Drive company vehicle/personal vehicle to conduct business on behalf of the Human Resources Department.

**Reports To:** Director

**Starting Rate of Pay:** \$104,000.00

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.

