

POSITION DESCRIPTION: HUMAN RESOURCES & SAFETY MANAGER

GENERAL PURPOSE

The primary purpose of the Human Resource Manager is to perform the full range of Human Resource duties to include by not limited to procedural assistance and processing personnel transactions. This position is also responsible for developing, implementing and coordinating the Safety Program that will reduce loss through accident prevention/reduction methods, investigations and inspections.

SUPERVISION RECEIVED

Works under the direct supervision of the Human Resource Director.

SUPERVISION EXERCISED

HR Administrative Assistant
Benefit Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the Human Resource Department's staff by providing on-going challenging development and learning opportunities. Implements employee training programs from initial orientation through departmental safety training.
- Manages and/or administers all human resource functions, operations and processes as assigned by Director.
- Serves as the first point of escalation on employee relations questions and issues, providing guidance, support and solutions to managers and employees in line with policy and procedures.
- Conduct initial investigations on employee complaints and recommend appropriate resolutions or escalate complex issues or matters and provide support on resolution.
- Assists with the review and/or creation of the HR employee handbook, training manuals and training presentations for employees, supervisors and leaders.
- Supervises and manages HR Administrative Assistant and Benefits Coordinator staff and duties.
- Manages the recruitment process including the creation of recruitment ads for media placement, reviewing resumes, screening applicants.
- Provides oversight of scheduling interviews and conduction of round-table follow-up meetings with interview panels.
- Oversees the development, process and input of Personnel Action Forms for new hires, changes, transfers, merit increases and terminations.
- Ensures HRIS system and personnel files stay compliant and up to date (includes changes or additions in education, licenses, certifications, jobs and training requirements)
- Assists Director with review/revision of written job descriptions and evaluates jobs to see if there are any changes that need made.

- Facilitates the Performance Management process and administers the performance review program to ensure effectiveness, compliance and equity within the organization.
- Advises and coordinates with department supervisors/managers and legal counsel (if applicable), in the disciplinary action or termination of employees.
- Generates, interprets and applies the Yavapai-Apache Nation Policies and Procedures. Responds to inquiries regarding policies, procedures, and programs.
- Develops implements and administers policies assuring compliance with State, Federal and Tribal Labor Laws.
- Implements the Employee Safety Program including managing the establishment and active role of the Safety Committee and directing the development of Light Duty programs. Manage worker compensation claims and employee incidents.
- Directs the development and implementation of loss prevention/reduction goals for each department by analyzing loss data and determining what areas need special attention and work with management to implement appropriate solutions.
- Directs the compliance of all Federal/State/Tribal Laws including, but not limited to FLSA, FMLA, OSHA, DOT, FEMA regulations and post-accident drug testing. Serve as liaison to Third Party Administrators to ensure appropriate claim information is processed and received.
- Keeps Director fully apprised of all Risk Safety System developments/results through attendance at management meetings and issuance of reports.
- Conducts him/herself in a professional and ethical manner while representing the Nation, act as a role model and encourage others to do the same.
- Supervises and backs up Benefits Coordinator in the preparation and submittal of account payables to finance for all Human Resource and Safety activities and costs incurred that are payable.
- Demonstrates exceptional customer service to internal and external customers, staff, tribal and council members.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Must have a High School Diploma or GED equivalent.
- Must have at least five (5) years of HR department management and staff supervision experience
- Must have at least five (5) years' experience overseeing worker compensation claims and employee accident management
- Must have minimum of three (3) years of Safety Committee facilitation and management experience
- Three to five years of employee relations experience with relevant knowledge in handling conflict resolution and/or disciplinary investigations and resolutions
- Requires excellent computer skills in MS Word, Outlook, Excel
- Requires a minimum of five (5) years of HRIS & Payroll experience (ABILA, MIS and Time IPS Payroll systems experience a plus.)
- Prefer HR Certification (PHR, SHRM-CP, CHRE)
- Knowledge of all Federal Labor Laws and Federal Wage and Hour Laws.

- Proven communication and problem-solving abilities and be comfortable working in a team environment; interacting with customers, managers and co-workers in a professional and courteous manner.
- Must be an energetic, driven self-starter who can work without supervision and can lead others. Demonstrated ability to identify, analyze and develop solutions.
- Demonstrates strong planning and organization skills with attention to detail and ability to handle multiple projects simultaneously
- Excellent verbal and written communications skills and ability to work with all levels of employees with demonstrated professionalism and maintenance of confidentiality at all times.
- Demonstrated experience to be able to present, teach, and facilitate meetings, presentations and training.
- Must have a valid Arizona Driver's license, be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

The Yavapai-Apache Nation reserves the right to waive any of the minimum qualification that, in the opinion of the Tribal Chairperson, will service as an adequate substitution for those minimum qualifications.

PHYSICAL REQUIREMENTS

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are only illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Signed by: _____ Date: _____

Witnessed by: _____ Date: _____