



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

*Open*

**Opening Date: 10/10/2018**

**Closing Date: Open Until Filled**

**Position Title:** Human Resources Director

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**Department:** Human Resources

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**Work Schedule:** Monday-Friday 8:00AM-5:00PM/ Varies

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**Wage Rate:** Pay Range 67: \$40.82 – \$52.25/Bi-Weekly/ Non-Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's Degree in Human Resources, Business Administration or related field
- Master's Degree Preferred
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veterans Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:  
Human Resources  
Tule River Indian Tribe of CA  
340 N. Reservation Rd.  
Porterville, CA 93257  
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION:** Human Resources Director    **WORKSITE:** Tule River Indian Reservation  
340 N. Reservation Rd.  
Porterville, CA 93257

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### GENERAL POSITION DESCRIPTION

The primary responsibility of this position is to develop, implement, and administer policies and programs in the following areas: recruitment, compensation and benefits, training, labor relations and performance management. The HR Director must leverage strong technical, communication, and negotiation skills and exercise strong judgment and decision making skills when making decisions to resolve complex employee relations issues.

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### DUTIES & RESPONSIBILITIES:

1. Plans, directs and carries out policies relating to all phases of personnel activity.
  2. At the direction of the Personnel/Executive Committee recruits, interviews and selects employees to fill vacant positions, prepares and updates job position descriptions; develop and implements training programs.
  3. Plans and conducts new employee orientation to foster positive attitude toward goals of the tribe.
  4. Keeps records of personnel transactions, such as hires, promotions, transfers, terminations, worker's compensation claims, and insurance and other applicable Tribal, Federal, and/or State laws.
  5. Maintains accurate personnel files of all employees as required by the Tribal Council and applicable federal and state law.
  6. Conducts investigations of accidents and prepares reports for insurance carrier.
  7. Conducts wage survey within labor market to determine competitive rate.
  8. Prepares annual H.R. department budgets.
  9. Responsible for evaluating and suggesting new benefits or compensation structures or changes to existing plan.
  10. Interpret policies and procedures for Directors
  11. Ability to provide training to Directors such as: Progressive Discipline, Evaluations and Safety
  12. All other duties as assigned
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### QUALIFICATIONS:

1. Bachelor's degree in HR Management or related discipline required; Master's degree preferred.
2. Minimum of 8+ years of professional experience across all HR disciplines, including employment, benefits, compensation, employee relations, training and development, workers compensation and conflict resolution.
3. Minimum of 5+ years HR management experience required.
4. PHR or SPHR certification preferred.
5. Experience working with a diverse workforce.

6. Prior experience working with a non-profit community services corporation a plus.
7. Must have valid CA driver's license, valid vehicle insurance and be insurable through the tribe's insurance carrier.
8. Must successfully complete a pre-employment drug screen and background investigation.
9. Strong working knowledge of state and federal HR laws
10. Proficiency with commonly used software programs including but not limited to: Outlook, Word, and Excel.

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**PHYSICAL DEMANDS:**

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling. Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 50 pounds.

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**This position reports to:** Tribal Council/Chairman/Vice-Chairman

**Supervises:** Human Resources Department Staff

**Salary Range:** Pay Range 67: \$40.82-51.25/HR  
Paid Bi-Weekly/ Non-Overtime Eligible

**Working hours:** 8:00 a.m. – 5:00 p.m. Monday –Friday

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT; VETERAN'S PREFERENCE**