

JOB DESCRIPTION

POSITION: HUMAN RESOURCE OFFICER
SALARY RANGE: \$16.00 - \$18.00 DOE
SUPERVISOR: Executive Director
% OF TIME: Part Time

GENERAL STATEMENT OF RESPONSIBILITIES:

The primary function of human resources is to **ensure the company complies with federal and state labor and employment laws**, such as Title VII of the Civil Rights Act of 1964 and the Occupational Safety and Health Act of 1970.

The Human Resource Officer must be selected on the basis of his/her knowledge of regulations as related to the operations of the Round Valley Indian Housing Authority. S/he must possess the ability to communicate and relate to the Indian Community, and be able to work cooperatively with the program participants, co-workers, supervisors, and federal agency representatives. Under general supervision, the Human Resource Officer shall perform a variety of general or specialized personnel functions; obtains and reviews information related to employee records, programs, and services to ensure accuracy and program compliance; performs related work as required.

RELATIONSHIPS:

Reports to the Executive Director.

Maintains effective working relationships with co-workers, vendors, professionals and the public in general.

RESPONSIBILITIES:

The activities listed below are not all inclusive; however they are indicative of the types of activities normally performed by the Human Resource Office.

Plan and conduct new employee orientation

Administer HR policies and procedures

Administer compensation and benefits

Ensure compensation and benefits are in line with company policies and legislation

Support annual salary review

Implement and monitor performance management system

Handle employee complaints, grievances and disputes

Administer employee discipline processes

Conduct exit interviews

Review and update employee rules and regulations

Maintain the human resource information system and employee database

Coordinate employee safety, welfare and wellness

Maintain knowledge of legal requirements and government reporting regulations affecting HR functions

Maintains automated time clock system; verifies accuracy of time cards and submits to department managers for approval.

Maintains employee leave accruals.

Performs employment functions limited to post hiring processes to include: initiating pre-employment drug testing, obtaining required identification, completing documentation and signatures required for employment.

Familiar with standard concepts, practices and procedures within Human Resources.

Responsible for responding to questions and inquiries regarding payroll and employee benefits.

Must travel when necessary to fulfill business for the RVIHA.

Responsible for ALL COVID-19 issues and any possible impacts it could have in the workplace.

Update and administer COVID-19 Policies and Procedures to ensure compliance with state and local public health communications about COVID-19.

Any other related duties as assigned by Supervisor.

QUALIFICATION:

Degree or diploma in human resources management, business administration or equivalent

Generalist human resources experience

Knowledge of the principles and practices of HR management

Must have ability to perform and comply with Housing Authority policies and procedures, directives and/or requests.

Must possess a valid California Driver's License.

Must be willing to take and pass random drug testing.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, Code Sections 472 and 473). In other than the above the Round Valley Indian Housing Authority is an Equal Opportunity Employer.