



Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE: Human Resource Manager

DEPARTMENT/PROGRAM: Administration

REPORTS TO: Executive Director

STATUS: FT – Exempts

LOCATION: Daybreak Star Center

GRADE: \$45,000 DOE + Medical & Dental

JOB SUMMARY

We are looking for a full-time Human Resources Manager that is committed to recruiting top talent and providing our staff members with an exceptional work experience. The ideal candidate will be skilled in managing compensation, benefits, recognition, hiring, and employee relations in a manner that retains staff members long-term and builds the employer brand. This position will also support diversity, classify employees, and will ensure organizational observation of employment laws and laws against sexual harassment. This position will report to the Executive Director

Job Duties:

- Manages talent acquisition process, including testing, interviewing, hiring and orientation
- Ensures job descriptions are up-to-date, accurate and compliant with city, state, and federal laws
- Ensures all employees observe their job responsibilities, as well as city, state and federal safety requirements
- Creates and updates compensation strategy through market analysis and pay surveys
- Handles investigation and resolution of employee issues, concerns and conflicts
- Plans, implements, and evaluates employee relations and policies, programs, and practices.
- Updates job requirements and job descriptions for all positions.
- Counsels managers on candidate selection; conducts and analyzes exit interviews; and recommends changes to the Executive Director.
- Prepares employees for assignments by establishing and conducting orientation.
- Conducts job evaluations; prepares pay budgets; monitors and schedules individual pay actions; recommends, plans, and implements pay structure revisions.
- Provides professional development advice to managers to coach and discipline employees; resolves employee grievances; counsels employees and supervisors.
- Maintains employee benefits programs and informs employees of benefits; recommends benefit programs to management; directs the processing of benefit claims; obtaining and evaluating benefit contract bids; designs and conducts educational programs on benefit programs.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical and current human resource records by designing a filing and retrieval system.
- Counsels and disciplines employees; plans, monitors, and appraises job results.
- Develop recruitment announcements, screen applications, develop applicant registers, and support the management team in all phases of the hiring process
- Assist in developing recruitment programs that attract a diverse applicant pool, to include representing the county at job fairs and networking events.
- Assist the classification and compensation team with processing general wage increases, salary surveys, job analyses.

Qualifications:

- Bachelor’s degree preferred. Associate Degree may substitute in Business, Human Resources, Public Administration or related field and (2) years Human Resources experience
- Have a valid driver’s license and must be willing to travel to job fairs and recruitment events
- Must demonstrate effectiveness in writing and verbal communication
- Must be Proficient in Microsoft Office applications and Human Resources Information Systems (HRIS)
- Must be proficient in Quickbooks
- Must be Knowledgeable of compensation strategies, performance management, employee relations, safety practices, talent acquisition, and the ability to apply this information in a manner that is compliant with relevant employment law.
- Experience with creating a culture of engagement, collaboration and teamwork
- Capable of compiling and analyzing employment data to guide strategic planning

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions

Opening Date: 12/14/18 Closing Date: When suitable applicant is hired	APPLICATION PROCEDURE Submit cover letter and resume to:
Compensation: \$45,000 DOE, plus excellent benefit package provided United Indians of All Tribes Foundation is an Equal Opportunity Employer	United Indians of All Tribes Foundation PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640 Email: jobs@unitedindians.org