



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 Generalist

**DEPARTMENT/PROGRAM:** Administration

**REPORTS TO:** Executive Director

**STATUS:** Full-Time, 30 to 40 hours a week (negotiable)

**LOCATION:** Daybreak Star Center

**GRADE:** \$50,000 + DOE, excellent benefit package

### JOB SUMMARY

We are looking for a full-time Human Resources Generalist 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:

- Recruitment:
  - Manages talent acquisition process, including screening applicants, supporting the management team in all phases of the hiring process, testing, interviewing, and hiring
  - Ensures job descriptions are up-to-date, accurate and compliant with city, state, and federal laws
  - Representing the organization at job fairs and networking events
- Employee Relations:
  - Conflict resolution and investigates the issues and concerns of employees
  - Provides support to managers in regarding employee issues and concerns
  - Investigate employee grievances
  - Plans, implements, and evaluates employee relations, policies and practices according to city, state, and federal requirements
  - Conducts and analyzes exit interviews
  - New employee on-boarding and orientation
  - Maintains historical and current human resource records
- Benefits:
  - Maintains employee benefits programs including benefits orientation
  - Obtaining and evaluating benefit contract bids
- Classification and Compensation:
  - Assist with classification and compensation, including creating and updating compensation strategy through market analysis and pay surveys
- Other Duties as Assigned

**Qualifications:**

- Bachelor’s degree preferred. Associate Degree may substitute in Business, Human Resources, Public Administration or related field and (2-4) years Human Resources experience
- Knowledge in current Washington state unemployment laws, FMLA, and L&I claims
- PHR certificate preferred but not required
- Have a valid driver’s license and must be willing to travel for work purposes
- Must demonstrate effectiveness in writing and verbal communication
- Must be proficient in Microsoft Office applications.
- 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: Updated 6/5/19 Closing Date: Until filled	<b>APPLICATION PROCEDURE</b>  Submit cover letter and resume to:
Compensation: \$50,000 + 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: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a>