Yurok Economic Development Corporation
JOB DESCRIPTION
Human Resources Specialist

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<th>Job Title:</th>
<th>Human Resources Specialist</th>
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<tr>
<td>Department</td>
<td>YEDC</td>
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<td>Klamath</td>
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<td>Reports To:</td>
<td>Fiscal Manager</td>
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**POSITION OVERVIEW (the basic function of the position):**
Overall responsibility for all Human Resources functions including recruitment, processing new employees, arranging interviews with managers, trainings, performance appraisal, compensation, benefits, and employee benefits. Assist with payroll functions including basic knowledge of the payroll system, accurate entering of employee information, responsible for organizing and maintain all personnel files and records.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the types of duties and knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DUTIES AND RESPONSIBILITIES:**
- Ensure compliance with all federal and state government requirements dealing with Human Resources including but not limited to: Recruiting, Onboarding, Employee Relations, Employee Classification, Disciplinary Actions, Leaves of Absence, Security and Background checks, pre-Employment Drug Testing, Termination paper work, employee assessments and scheduling training opportunities.
- In conjunction with management, prepare job descriptions, post jobs internally and externally, screen candidates, recruit, assist in hire and onboard staff. Engage temporary staff as needed.
- Strategic and workforce planning: ability to research, analyze, make appropriate recommendations and prepare reports for management.
- Knowledge and skill in investigation, reporting and resolving employee related issues.
- Maintain employee records by recording new hires, transfers, assist in terminations, changes in job classifications, increase, tracking vacation and sick time.
- Ensure Human Resources policies and procedures are compliant. Ensure that the Employee Handbook is compliant and updated at least annually. Communicated policies and procedures to all staff members; When policies are changed, HR specialist will coordinate appropriate notification and training (when necessary) to employees.
- Prepare and submit all required reports on a timely basis.
- Ensures safety and confidentiality of all employee records. Ensures that employee records are maintained according to procedures to all staff members.
- Manage the benefits plans (medical, dental, vision, and retirement plans).
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• Ensure eligible employees are added timely according to contract, and terminated employees are removed timely.
• Communicates benefits structures to employees; may assist in resolving issues without violating HIPAA law.
• Ensures all insurance policies are renewed on a timely basis.
• Participates in yearly insurance policy reviews with management and broker.

MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS
Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Skilled in effectively communicating information through verbal and written correspondence to employees, managers, clients, customers, and the general public, including writing reports, business correspondence and procedural manuals.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Have the ability to compute rate, ratio, and percent and must have the ability to create and interpret bar graphs.

REASONING ABILITY
To apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations. Skills in solving practical problems and dealing with situations where only limited standardization exists. Ability to analyze and solve complex management problems having nonstandard solutions. Skill in identifying and resolving administrative problems under pressure conditions. Skills in assessing operation, program, staffing and fiscal needs.

AUTHORITY & RESTRICTIONS (non-supervisory capacity, non-signatory ability, access to sensitive areas)

• This position does not have supervisory responsibility.
• Maintain confidentiality and discretion in all areas; including the dissemination of trade secrets, planning and promotional procedures, and employee/customer information files.
• Access to sensitive employee information and computer processes.
• All employees are prohibited from participating in promotional awards, giveaways, drawings, tournaments or special events, except those specified for employees.
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EDUCATION/EXPERIENCE: (objective educational or technical training required; skills; and years of experience):

- Associate’s Degree (Bachelor’s preferred) in human resources or an equivalent blend of education and experience.
- Minimum of five years of human resources work experience including office management.
- Must pass and remain in compliance with Yurok Gaming Commission background check and drug free work place policies.
- Hold or obtain CPR/First Aid certification within 30 days of employment.
- Must be 21 years of age or older.
- Strong communication (written and verbal) skills, presentation skills and customer service skills.
- Able to prioritize and coordinate multiple daily tasks and work within tight deadlines.
- Strong organization skills, attention to detail and ability to adapt to changing priorities, Excellent follow through.
- Solid knowledge of HR practice and principles, and applicable employment, labor, wage laws, and EEO and ADA regulations.
- Demonstrated knowledge of recruiting techniques and employment policies and procedures.
- Ability to work weekends, holidays, and evening hours as business demands.

TRAVEL REQUIREMENTS:

Local travel is occasionally required; Out of state travel in infrequently required, but may be necessary for training purposes. Typical travel time is generally less than a week.

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening
- When necessary, must be able to lift 50 pounds
- Must pass a physical exam
- Must have reliable transportation

TRIBAL PREFERENCE:

Tribal preference is given in compliance with the Indian Self-Determination and Education Assistance Act (25 U.S.C Section 450 e (B)).
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This description of duties, responsibilities and requirements is a summary, and is not intended to include all that may be assigned or required. I hereby acknowledge I have read and understand the above presented position description. I am in receipt of our employment guidebook and understand my obligation to read and understand its contents:

Employee Name (Please Print)

Employee Signature Date

Manager Date

YEDC 1/30/2020