POSITION TITLE: Human Resources Director  
CLASSIFICATION: Exempt  
DEPARTMENT: Human Resources  
LOCATION: Bishop  
SUPERVISOR: Executive Director  
SALARY: $85,000.00 to $119,603.54 per annum

Position Summary:  
Under general supervision of the Executive Director, directs the planning, development, implementation and administration of all human resources programs; directs and evaluates the staff of the OVCDC Human Resources Department; ensures recruitment and selection; compensation and benefits; training and development; records management; employee relations; risk management, policy and procedures formulation and implementation; and performance and evaluation programs are executed in accordance with established laws, regulations, policies, and procedures. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:  
- Develops a strategic plan for all Human Resources functions, including recruitment and employment, compensation and benefits, personnel records, information systems and performance development and evaluation programs.  
- Manages the execution of HR policies, procedures and programs.  
- Establishes, implements and communicates goals, objectives, policies and procedures in accordance with applicable tribal, federal, state, and local laws, rules and regulations.  
- Directs the development, implementation, and maintenance of a salary administration plan, which includes compensation and benefit packages; the classification of positions; pay policies; and performance appraisal programs.  
- Ensures the confidentiality, integrity and security of personnel records, investigations, grievances, and other human resources documentation in accordance with applicable tribal, federal, state, and local laws, rules and regulations.
• Coaches management on investigating employee grievances; conducts or participates in employee investigations according to established policies and procedures.
• Directs a process of organizational development that assures succession planning throughout the organization.
• Directs the development, update, and implementation of the Personnel Policies and Procedures handbook, in compliance with applicable laws, regulations, and ordinances and consistency with organizational and departmental goals and objectives.
• Administers unemployment, risk and safety programs, workers compensation, and disability programs.
• Oversees the interpretation of human resource policies and programs to ensure adherence and consistency in application.
• Oversees the compliance of Tribal Employment Rights Ordinances (TERO) as applicable.
• Coordinates the use of consultants, insurance brokers, insurance carriers, pension and 401(k) administrators, training specialists, legal counsel, or other vendors as needed.
• Increases human resource management's effectiveness by providing professional guidance for the recruiting, selecting, orienting, training, coaching, counseling, and progressive disciplining of managers and employees; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing a climate for offering information and opinions; integrating functional objectives; providing and participating in educational opportunities.
• Provides consultation to management and employees on all human resources policies, procedures, and programs.
• Organizes, implements and directs the maintenance of an employee recognition program at all facilities.
• Hosts regular staff meetings to ensure communication between personnel and departmental activities.
• Achieves financial objectives by preparing and administering an annual budget; presenting and justifying budget recommendations to appropriate personnel.
• Contributes to department’s effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
• Conducts annual human resources program evaluation and assessments of program components and staff according to established policies, procedures and regulations.
• Keeps leadership and other departments informed of status of Human Resources Department activities by attending meetings and submitting reports.
• Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
• Maintains confidentiality of all privileged information.
• Performs other duties as required.
Minimum Qualifications:
Bachelor's Degree in Human Resources Management, Business Administration or related field is required plus seven years progressive work experience in managing and implementing all human resource programs, with five years in a supervisory capacity. ATHRP, THRP, SPHR or other HR certification highly preferred. Experience in Indian Country Human Resources highly preferred. Master's Degree preferred. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Must successfully pass a pre-employment drug/alcohol screen, and background investigation. **OVCDC has a mandatory COVID-19 vaccination policy. All employees are required to show proof of vaccination within 30 days of employment.**

Knowledge, Skills, and Abilities:
- Knowledge of applicable federal and tribal labor laws, regulations, and requirements including Tribal Sovereignty and Tribal Employment Right Ordinances.
- Knowledge of principles, practices and trends in recruitment and employment; compensation and benefits; record-keeping systems; and performance development and evaluation systems.
- Knowledge of FLSA, COBRA, ERISA and other federal and tribal HR laws.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment, specifically Word, Excel, Access and PowerPoint.
- Skill in coaching and consulting management and executive level employees.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to interpret applicable federal and tribal laws, regulations, and requirements.

Physical Demands:
While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand; and reach with hands and arms. The employee occasionally is required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.
**Work Environment:**
Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel will be required.

**Native American Indian Preference:**
Native American Indian preference shall apply to all positions at OVCDC pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.