



FALLON TRIBAL DEVELOPMENT CORPORATION
OFFICIAL POSITION DESCRIPTION

Adopted/Revised:
2/6/19

HUMAN RESOURCE SPECIALIST

Division:	FTDC	Class Code:	102
Supervisor:	Corporate Controller	Pay Grade:	12
FLSA Status:	Non-Exempt		(\$17.24-\$19.41)

DESCRIPTION

This position is responsible for managing and administering employee benefit programs and services, coordinating internal and external HR communications, business continuity planning, ensuring accuracy of human resource information, and for maintaining HR materials and files.

DUTIES AND RESPONSIBILITIES

1. Administer and enforce the day-to-day operations of the FTDC Personnel System.
2. Responsible to oversee the overall recruitment process, advertise job openings, compile interview questions, maintain and update job descriptions.
3. Ensures applicants are informed of the outcome.
4. Formulate, recommend, interpret, and implement rules, policies, and procedures relating to the FTDC's Personnel Policies and other human resource documents and procedures.
5. Implement and manage FTDC's compensation plan, personnel, and drug personnel documents.
6. Responsible for overseeing employee labor relations, coordinating employee grievances and appeals, disciplinary actions, and ensure compliance with Tribal and Federal employment laws. Investigate complaints and recommend appropriate action. Ensures policies, procedures, and reporting are in compliance.
7. Provide new employees with orientation. Complete required personnel documents.
8. Responsible for coordinating with managers to establish training and development associated with their specific needs and to ensure consistency throughout the organization.
9. Administer the coordination of the employee benefit program and act as the Insurance Administrator for the employee benefit program, which includes health, life, dental and volunteer retirement plan.
10. Notifies supervisors when performance evaluations are due based upon their anniversary dates.
11. Maintains employee personnel files.
12. Process pre-employment background checks, pre-employment drug testing, and ongoing program requirements as needed.
13. Represent the Human Resources Department with community groups and other governmental agencies. Responsible for the collection and maintenance of accident and injury reports for the corporation and its business operations.
14. Other job related duties as assigned by the supervisor.

MINIMUM QUALIFICATIONS

1. AA degree in public or business administration, human resources, or a closely related field – an additional qualifying experience on a year-per-year basis may be substituted in lieu of degree. Three (3) years' recent progressively responsible position-related experience.
2. Must maintain confidentiality in all business matters. Must have a valid Nevada driver's license and be insurable under the FTDC or Tribal insurance policies. Must submit to a Criminal Investigation Background Check. Must take and pass pre-employment drug test. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

REQUIRED KNOWLEDGE, ABILITIES, SKILLS:

1. Must be able to write, interpret and explain complex personnel policies, procedures, laws and regulations, not limited to the Fair Labor Standard Act (FLSA), Indian Preference, Workers Compensation, COBRA, Employment Law and Regulations.
2. Must be able to write, amend and change new or revise existing job descriptions.
3. Ability to express ideas effectively, orally and in writing. Able to make oral and written program reports to the FTDC Board of Directors on a monthly basis or upon request.
4. Be able to work in a diverse cultural setting due to the sensitive nature of the position.

GENERAL EMPLOYMENT INFORMATION

Fallon Paiute-Shoshone Tribe and Native American/Indian Preference. Employment preferences to members of the Fallon Paiute-Shoshone Tribe and to members of federally-recognized Indian Tribes shall apply to this position pursuant to the FTDC's Personnel Policies. Persons of Tribe and/or Indian ancestry and wish to claim these employment preferences should submit a copy of the Tribal Enrollment card/certification indicating the name of the Tribe they are enrolled with.

U.S. Veteran's Preference. Preference to opportunities to veterans honorably discharged from the United States Armed Forces shall apply to this position pursuant to the FTDC's Personnel Policies.

Equal Opportunity Employer. The Fallon Tribal Development Corporation does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

Drug Free Workplace. The Fallon Tribal Development Corporation is a drug-free workplace. All employees are subject to a pre-employment drug test (at his/her own expense) and random drug screens.

Background Checks. All employees must be able to pass a background check per the FTDC's background check procedures.

Position Description Limitations. This position description does not constitute an employment agreement between FTDC and the employee, and is subject to change by the FTDC Board of Directors as the needs of FTDC and the requirements of the job change. This position description is not intended to present a descriptive list of the range of duties performed by any employee in this position and is not intended to reflect all duties performed within the position.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of this approved position description. I have read this position description (or had it read to me), and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of FTDC without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor or Human Resources. I understand that all evaluations and any pay increases will be based on my ability to perform the duties outlined in this position description. I have discussed any questions I may have about this position description prior to signing this form.

Employee's Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

This acknowledgment will be placed in the employee's personnel file.