



*Kashia Band of Pomo Indians  
Of the Stewarts Point Rancheria*

*Kashia Round House  
Founded in 1916*

**POSITION DESCRIPTION**

**JOB TITLE:** *Human Resource Generalist*  
**Department:** **Administration**  
**SUPERVISOR:** **Tribal Administrator**  
**HOURS:** **Full Time**  
**SALARY:** **\$24.50 - \$35.00**

**GENERAL STATEMENT OF RESPONSIBILITIES:**

Under the direction of the Tribal Administrator the HR Generalist will assist the Administration in the Human Resources activities of the Tribal organization. These activities include training on HR needs to tribal staff, maintaining personnel records, processing employee grievances, managing personnel issues, filing recruiting documents, inputting benefits, and assisting in the administration of employee leaves of absences.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Assists Tribe in carrying out various Human Resource programs and procedures for all company employees.
2. Assists Tribal Administration in revising the Personnel Policies and Procedures.
3. Assists in the administration of Tribal programs and helps to monitor the performance appraisal process.
4. Provides advice and counsel on personnel issues to employees and management.
5. Assists and follows through in recruitment for exempt and non-exempt personnel and helps to coordinate the use of temporary employees.
6. Conducts employment verifications, reference checks and obtains criminal background checks prior to extending an offer to candidates.
7. Participates in benefits administration, including claims resolution, change reporting, and approving invoices for payment, and open enrollment.
8. Administers pre-employment tests and conducts reference checks.
9. Maintains files, forms and database information associated with personnel, benefits, general information and recruiting.
10. Prepares a monthly report which reflects headcount, new hires, terminations, and turnover rate.

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11. Assists in exit interview process.
12. Maintains Human Resource Information System records and compiles reports from database as needed.
13. Participates in administrative staff meetings and attends other meetings and seminars as requested.
14. Serves as backup for the HR Manager as needed, i.e. employee relations, meetings, and communicating information to department directors.
15. Performs other related duties as required and assigned.

**QUALIFICATIONS:**

- Must be knowledgeable with Federal, Tribal, and California State employment laws.
- Must be proficient with Microsoft Excel and Word.
- Must be detail-oriented and able to work under pressure and meet deadlines.

**EDUCATION AND EXPERIENCE:**

1. A.A. Degree in Business Administration with an emphasis in Human Resources or a minimum of three years human resources experience as an HR Generalist.

**PHYSICAL REQUIREMENTS:**

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 regularly required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**EQUAL OPPORTUNITY EMPLOYER:**

The Stewarts Point Rancheria is an Equal Opportunity Employer (EOE). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions pursuant to applicable Tribal and federal law.

**INDIAN PREFERENCE:**

Qualified Native Americans will be given preference in hiring and all terms and conditions of employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, et seq.), Tribal law and policy, and other relevant laws. [OPTION TO INCLUDE: If no applications from qualified Indian applicants are received, the Tribe may elect to provide training and employment

opportunities to Indians not fully qualified for the position but who have demonstrated a capacity to be trained within a reasonable period of time.]

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