



# Lummi Commercial Company

2751 Haxton Way #1, Bellingham, WA 98226

Phone: (360) 758-4223 Fax: (360) 758-2573

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## **JOB ANNOUNCEMENT**

**JOB TITLE:** Director of Human Resources

**EXEMPT:** Yes

**SALARY:** \$65,000+ DOE

**SHIFT:** Day

**LOCATION:** LCC Admin.

**STATUS:** Full Time

**JOB CODE:**

**ORGANIZATION:** Lummi Commercial Company

**DEPARTMENT:** LCC Admin.

**SUPERVISOR:** Chief Operating Officer

**VACANCY:** 1

### **ABOUT LCC:**

**JOB SUMMARY:** Under the direction of the Chief Operating Officer (COO), in cooperation with the Chief Executive Officer (CEO) and other managers at the Lummi Commercial Company (LCC), the Director of Human Resources is responsible for ensuring the proper development and management a comprehensive human resources program for the LCC and its entities. This is a key position that requires diverse human resources and organizational development skills to ensure the effective performance of a variety of human resource functions. The position also requires knowledge of tribal community and dynamics as they may impact policy development and implementation.

**ESSENTIAL JOB DUTIES & RESPONSIBILITIES:** includes the following, and other duties as assigned:

- Manage all human resource functions for the company including, but not limited to: developing personnel policies, planning career paths, maintaining employee records, providing for the recruiting, hiring, training, and morale-building of employees and evaluating the effectiveness of departmental efforts
- Work with managers/directors regarding employee training needs and assessment; and identify, organize, develop, facilitate and/or source training programs to meet specific training needs
- Apply current knowledge of industry trends and employment legislation and ensure organizational compliance.
- Promote the creation of personal and professional opportunities and access for employees to achieve the highest level of performance.
- Provide high level consultation and technical advice and expertise to administrators, and supervisors on human resource issues and policies; directly resolve or provide assistance in resolving human resource issues consistent with company policies/procedures.
- Administer the hiring, selection and onboarding process; ensure staffing of qualified personnel and adherence to the Lummi/Indian Preference Act.
- Oversee employee classification and compensation policies and practices; administer salary placements according to established salary schedules; administer job analysis and compensation plans including preparation of job descriptions in collaboration with the administration.

- Develop and/or maintain salary schedules that reflect the current labor market and hiring trends
- Ensure consistent application of and compliance with the LCC HR Policies and Procedures and all applicable laws.
- Provide consultation to the LCC management and advise the CEO/COO on human resource management strategic planning, compliance with tribal and federal regulations, workforce management trends and issues, emerging management practices and other relevant human resource management issues as needed.
- Enhance and administer a performance management and evaluation system for all employees
- Ensure an effective orientation and training programs for new employees, managers, supervisors and staff, including a strong cultural component
- Provide reports to management as necessary to support the management of the workforce
- Evaluate staff needs and trends relative to employee turnover and advise and implement
- Prepare and submit appropriate reports relating to human resources to the CEO and/or COO, Board of Directors, or other appropriate tribal, state and federal agencies if required.
- Assist Directors and Managers in the implementation of corrective action and employee relations strategies; provide counsel to employees in need of individual support to resolve human resource matters; create opportunities to mediate disputes and corrective actions; advise employees on the use of the employee assistance program and provide support to supervisors in the referral process.
- Oversee the management of workers' compensation claims when an employee is injured on the job;
- Establish strategic goals and develop effective work plans for human resources management, consistent with the mission and goals of the company and in accordance with tribal, federal and state (as necessary) guidelines.
- Serve as benefits administrator in overseeing a comprehensive employee benefit program; act as liaison with various insurance carriers and foster effective relationships with client representatives.
- Coordinate and administer all benefits programs including, but not limited to: group insurance, life, medical and dental, AD&D, insurance, 401K; provide employee information presentations and enrollments; claims processing and self-billings of insurance; verify monthly premium statements with company accounting department
- Serve as the primary contact relating to documentation requests involving human resource issues to the CEO, the Board of Directors or legal counsel representing LCC
- Prepare and maintain employee personnel files assuring accuracy, compliance and confidentiality
- Participate in job related professional business groups/clubs/networks for the purpose of involvement in the greater community for exposure and networking to ensure the company has access to the industry best practices
- Manage departmental budget for compliance with LCC policies and financial practices
- Travel off-site to attend trainings, conferences and meetings as required

## **KNOWLEDGE, SKILLS & ABILITIES**

To effectively fulfill the requirements of this position, a successful candidate must:

- Be professional and treat all employees, the general council and the public with the utmost respect at all times
- Be a “team player” who is able to work independently, exercise good judgment, balance priorities and workload
- Identify and resolve challenges in a timely manner; identify creative and supportive solutions, and; use feedback to modify practices.
- Have excellent oral and written communication skills and attention to detail
- Be able to understand and interpret policies and other complex documents, in order to ensure company compliance and the evolution of company policies and practices
- Produce necessary reports for management, including, but not limited to, staff reports, turnover analysis and benefits impacts.
- Maintain the highest degree of confidentiality for matters of HR and/or proprietary natures
- Have strong communication skills and the ability to work in with people of diverse backgrounds
- Demonstrate the ability to diffuse emotional situations with employees and facilitate, whenever possible, the best outcome for the employee and for the company.
- Be willing and able to assess own strengths and weaknesses; pursue training and development opportunities; strive to continuously build knowledge and skills; share expertise with others.
- Be able to develop in-depth knowledge of company policies and procedures and benefit packages
- Have the ability to consistently meet daily, weekly and monthly simultaneous and competing deadlines
- Fluent and comfortable with computer programs - specifically, Excel, Word, Outlook, PowerPoint and general office equipment
- Willing to work in excess of 40 hours per week when necessary to meet duties of the position is required
- This position primarily operates out of an office, with occasional trips to the company (and other tribal) entities, therefore the ability to use a desk for long periods and travel by vehicle are necessary.

## **REQUIREMENTS**

- Lummi/Native American/Lummi Veteran’s preference policy applies
- Experience working in tribal communities preferred; sensitivity to and understanding of the unique experience of tribal people required
- Bachelor’s degree in business, human resources, organizational development, or a related field required; Master’s degree in human resources related field preferred; equivalent substantial successful experience in HR may be considered
- Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification preferred

- A minimum of five (5) years of successful experience in the human resources field in capacities or positions that enable full and well-rounded HR knowledge to develop
- Experience in 'for-profit' environment is preferred, as is experience with multi-entity companies.
- Pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LCC/LIBC Drug & Alcohol Free Workplace Policy
- Be willing to support and enforce company policies and tribal laws, as necessary to meet the goals of the LCC and the Lummi Nation.
- Pass an extensive criminal background check
- Possess a valid Driver's license and meet eligibility requirements for tribal insurance

\*Management reserves the right to revise the position description and to require that other tasks be performed when the circumstances of this position change.\*

I understand that this is an Indian Preference job subject to Tribal and Lummi Commercial Policies. I understand that this position, as are all positions with the Lummi Commercial Company, LIBC, LNSO and all other Tribal Enterprises, is subject to yearly random drug and alcohol screening/ testing and testing following any on the job injury and/or when a supervisor reasonably believes an employee is unfit for duty. I also understand that if I refuse to test or test positive I will be subject to Section 606 of the LCC Alcohol and Drug Free Workplace policy, including possible termination from employment.

I have discussed the above outlined job duties with my immediate supervisor and understand that these duties will serve as the basis for performance evaluations in the future.

_____	_____	_____
Employee Name:	Employee Signature:	Date:
_____	_____	_____
Supervisor Name:	Supervisor Signature:	Date:

# LUMMI COMMERCIAL COMPANY EMPLOYMENT APPLICATION

2751 Haxton Way #1, Bellingham, WA 98226, 360-758-4223 T, 360-758-2573 F

Tom Kinley [ThomasK@lcc-lummi.com](mailto:ThomasK@lcc-lummi.com)

Please include a cover letter and resume along with this application.

Please Type or Print. Answer all questions fully and accurately.

Your Application will not be considered if incomplete, unsigned, or returned after advertised closing date.

<b>Name</b>			
Please list any aliases, previous name, nickname, other name change legal or otherwise			
<b>Address (Street, PO Box)</b>		<b>City</b>	<b>State</b>
			<b>Zip Code</b>
<b>How long at this residence?</b>		<b>If less than 1 year provide other addresses</b>	
<b>Phone No:</b>		<b>E-mail Address:</b>	
Valid WA driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you legally permitted to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you enrolled in a Federally Recognized Native American Nation/Tribe? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>If yes, you must provide official enrollment verification to qualify for Native Preference. Attach enrollment card.</b>			
Name of Tribe/Nation:		Are you a Lummi Fisherman? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Enrollment No:		Are you an American Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, provide Branch, service dates, &amp; discharge type:</b>			
Have you ever been fingerprinted? If yes, list reason:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of any offense(s)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Include all offenses where you have been found guilty, pled guilty or nolo contendere (no contest). Leave out traffic fines of less than \$50.00. FAILURE TO DISCLOSE WILL RESULTS IN LOST EMPLOYMENT OPPORTUNITY.			
<b>Cashier Addendum Questions. (Answer if applying to work in any of our stores.)</b>			
Are you over 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you able to lift 40 pounds unassisted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you over 21? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you able to stand for long periods? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have or are you capable of obtaining a Food Handler's Permit within 90 days?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>When are you available for work?</b> <input type="checkbox"/> Anytime <input type="checkbox"/> 5:30am-3:00pm <input type="checkbox"/> 1:30pm-12:30am <input type="checkbox"/> Weekends			
<b>Positions(s) Applying For: (Check all that apply)</b>			
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> On-Call	<input type="checkbox"/> Seasonal
<input type="checkbox"/> Cove	<input type="checkbox"/> Mini Mart	<input type="checkbox"/> 260 TFS	<input type="checkbox"/> LIBC Café
			<input type="checkbox"/> Skipper's
			<input type="checkbox"/> Loomis Trail
<b>Years of Experience:</b>		<b>Expected Salary:</b>	
<b>(Provide Copies of Transcripts or Diploma) EDUCATION</b>			
<b>Type of School</b>	<b>Name and State</b>	<b>Years Completed</b>	<b>Graduated Y/N</b>
High School			
Vocational/Trade			
College/University			
Type of Degree Obtained <input type="checkbox"/> Associates <input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> PHD <input type="checkbox"/> Other _____			
What is your Degree in?			
Please provide any additional knowledge, skills, qualifications that you may have, and any professional organizations, which you belong to that, are relative to the position(s) you are currently applying for.			
<b>Must list 3 references that can be contacted for verification. (Professional who can verify your work abilities.)</b>			
<b>Name</b>	<b>Title</b>	<b>Company</b>	<b>Phone Number/Email</b>
<b>HR Use Only</b>			
Date Received: _____		Received from: _____	
		Entered into Database: _____	

Please list names of your immediate family member(s) that are currently employed with the Lummi Nation

Family Members Name	Position/Title	Relationship

**Employment History (Please List Present or Last Position First) Provide work history for last 5 years. If unemployed or in school please list. Supplemental sheet available.**

Name of Employer	Position/Title	Dates of Employment
Supervisors Name	Phone Number	Beginning Rate of Pay Ending Rate of Pay

Explain in Detail your duties

What do/did you enjoy most about this position?      What do/did you enjoy least about this position?

Explain why you left this position or why you wish to leave current position

Name of Employer	Position/Title	Dates of Employment
Supervisors Name	Phone Number	Beginning Rate of Pay Ending Rate of Pay

Explain in Detail your duties

What did you enjoy most about this position?      What did you enjoy least about this position?

Explain why you left this position

Name of Employer	Position/Title	Dates of Employment
Supervisors Name	Phone Number	Beginning Rate of Pay Ending Rate of Pay

Explain in Detail your duties

What did you enjoy most about this position?      What did you enjoy least about this position?

Explain why you left this position

### Agreement and Declarations

#### Please Read the Following Prior to Signing Application

I certify that the statements made in this application are correct and complete to the best of my knowledge.  
 I understand that false or misleading information may result in termination of my employment.  
 I authorize the LCC Human Resources Department to verify any of the statements, employment/education information provided and to solicit information desired in connection with this application. I hereby release said organizations, companies and individuals from all liability for any damage for issuing this information. I understand that all positions are subject to criminal background investigation.  
 If accepted for employment with the LCC, I agree to abide by all of the LCC Policies and Procedures.  
 I understand that any false statements made by me may be considered sufficient cause for cancellation of any opportunity to work for the LCC and/or dismissal if already employed.  
 I understand that if I owe the Lummi Nation or any of its entities an account receivable or other debt, I must make arrangements to pay this debt to be considered for a position with the Lummi Nation. The HR Department must receive from the LIBC Accounting Dept. a written statement stating I have made arrangements to repay my debt.  
 I understand that THE LCC IS A DRUG FREE WORKPLACE. All employment offers are contingent upon successfully passing a drug and alcohol test. Applicants who fail the initial drug/alcohol test cannot reapply for 3 months. All employees are subject to annual random drug testing and testing following any on-the-job injury and when a supervisor reasonably believes and employee is unfit for duty. In addition to random testing some positions are considered a Safety, Security-Sensitive position, which requires annual drug and alcohol testing. If an employee refuses to test or tests positive they will be terminated, in accordance with the policy set forth in the LCC Alcohol and Drug Free Workplace Policy.

Signature of Applicant	Date
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## Supplemental page for Residence verification

<b>Name</b>		
<b>Address (Street, PO Box)</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Dates lived at this residence:</b>		

<b>Address (Street, PO Box)</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Dates lived at this residence:</b>		

<b>Address (Street, PO Box)</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Dates lived at this residence:</b>		

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<b>Dates lived at this residence:</b>		

<b>Address (Street, PO Box)</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Dates lived at this residence:</b>		

## Supplemental page for employment history

<b>Name of Employer</b>	<b>Position/Title</b>	<b>Dates of Employment</b>
<b>Supervisors Name</b>	<b>Phone Number</b>	<b>Beginning Rate of Pay</b>
		<b>Ending Rate of Pay</b>
<b>Explain in Detail your duties</b>		
<b>What do/did you enjoy <u>most</u> about this position?</b>		<b>What do/did you enjoy <u>least</u> about this position?</b>
<b>Explain why you left this position or why you wish to leave current position</b>		
<b>Name of Employer</b>	<b>Position/Title</b>	<b>Dates of Employment</b>
<b>Supervisors Name</b>	<b>Phone Number</b>	<b>Beginning Rate of Pay</b>
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<b>Explain in Detail your duties</b>		
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<b>Name of Employer</b>	<b>Position/Title</b>	<b>Dates of Employment</b>
<b>Supervisors Name</b>	<b>Phone Number</b>	<b>Beginning Rate of Pay</b>
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<b>Explain in Detail your duties</b>		
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<b>Name of Employer</b>	<b>Position/Title</b>	<b>Dates of Employment</b>
<b>Supervisors Name</b>	<b>Phone Number</b>	<b>Beginning Rate of Pay</b>
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<b>Explain in Detail your duties</b>		
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<b>Explain why you left this position or why you wish to leave current position</b>		
<b>Name of Employer</b>	<b>Position/Title</b>	<b>Dates of Employment</b>
<b>Supervisors Name</b>	<b>Phone Number</b>	<b>Beginning Rate of Pay</b>
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<b>Explain in Detail your duties</b>		
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<b>Explain why you left this position</b>		