



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Director of Human Resources  
Lummi Indian Business Council (LIBC)

**OPEN:** November 21, 2018

**EXEMPT:** Yes

**SALARY GRADE:** (13) \$43.88 - \$49.15

**SHIFT:** Day, Varies

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSE:** December 6, 2018

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** Human Resources

**SUPERVISOR:** General Manager

**VACANCIES:** 1

**JOB SUMMARY:** The Human Resources Director (HRD) is responsible for the development, maintenance and administration of the Nation's comprehensive human resources operations and functions. The Director works under the general supervision of the General Manager and works cooperatively with department Directors/Managers to develop, manage, implement and evaluate human resource practices, personnel policies development, benefits administration, professional development, records and systems management, employee and operation performance management, and strategic planning goals consistent with the mission and goals of the organization. This position requires diverse human resources and organizational development skills allowing the incumbent to effectively perform wide variety of management, administrative, and supervisory functions of the Human Resource Department and the LIBC organization.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Perform the LIBC and the General Manager's directions and goals concerning Personnel Policies and Procedures development, Personnel and benefits administration activities.
2. Attend LIBC and General Council meetings to report ongoing status of employment activities, policy updates and presentation of technical data analysis information as it relates to labor force demographics, employment opportunities and goals and status of tribal employment preference laws and its regulations.
3. Assure the financial wellbeing of the department by establishing a monitoring process to maintain fiscal accountability of the department budget, its related goals and objectives, consistent with Tribal and Federal laws, policies and practices. Prepare annual budget plans with performance work plan that addresses the LIBC priorities and justifies the budget requests and any amendment.
4. Assure the efficient and economical use of the departmental funds; manpower, materials, facilities and time support the departmental operations and managers to achieve appropriate manpower needs and interests.
5. Develops goals and objectives for the HR Department and assure accomplishment in an efficient, effective and timely matter and provide periodic reports.

6. In conjunction with the General Manager and Department Directors develop strategic plans for staffing review that is congruence with organizational needs, and mission statements, complimenting the short and long-term goals for the LIBC.
7. Responsible for LIBC departmental personnel management, directly or through supervisors to reviewing position management, work assignment plans, hiring process, training and professional development, periodic performance reviews and employee discipline activities.
8. Establish a standardized communication plans to inform LIBC management and employees on the Nation's employment policies, organizational changes and managerial initiatives.
9. Establish, implement and monitor the employee performance development programs. Provide written guidance for the training plan and assistance in conducting employee performance reviews which include a succession planning where applicable.
10. Develop and provide a written guidance to departments regarding effective employee relations programs for resolution of complaints or problems in compliance with the Personnel Policies and Procedures including information on the EAP, Employee Assistance Programs.
11. Support the Office of the General Manager by providing information on human resources/tribal and federal regulations, employment and staffing issues, management practices, human resource strategic planning, and all human resource management issues.
12. Directs the human resource employment staffing in the processes and procedures of recruitment, advertising, screening, interviewing, job offer process and pre-employment testing to insure staffing of qualified personnel in compliance with Indian Preference, and all applicable tribal and federal laws.
13. Responsible for the development and implementation of an effective orientation program for both new employees and for managers.
14. Establish a clear guideline and implement LIBC Departmental staff development and training program. Works with the administrators, and employees to identify employee priority and development needs to design and implement appropriate strategies to meet those needs.
15. Responsible for the development and administration of employee health benefit programs, retirement benefits, employee insurances, leave administration and other personnel benefits.
16. Ensures the nation's Drug and Alcohol Testing Policy are fully implemented.
17. Maintenance of the highest levels of integrity, honesty, and consistency in all interactions with members of the staff, department managers, tribal officials, other entities as it relates to functions of the HR department, consultants and other external clientele/contacts.
18. Review all background check investigative documents for accuracy and completeness and make the final determination of applicant's/employee's eligibility.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Business Administration, Human Resources or related personnel administration is required. Masters degree in human resource management is preferred.
- 3-5 year experience in a Human Resource management is required.
- 3-5 year experience working directly in a tribal government organization, working with culturally sensitive Native American Human Resource services is required.
- 3-5 year experience in 2 or more of a HR functions such as; staffing, recruitment, benefits, administration, employee development, employee relations and budget plan development.
- Accomplished member of the Society of Human Resource Management with certification of training completion (PHS/SPHR) is preferred.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Excellent oral communications skills and the ability to establish and maintain effective working relationships with department directors, subordinates, employees, job applicants and community members.
- Excellent writing skills for preparation of reports, policies and organizational communications.
- Must have excellent organizational skills required to simultaneously manage multi-tasks and must be able to work well under pressure and stress.
- Excellent inter-personal communications ability and good listening skills
- Ability to ensure maintenance of confidentiality on all personnel matters.
- Knowledge of principles and practices of personnel administration, including recruitment, selection and placement, benefits, labor relations, job analysis and classification process, performance appraisal, employee training and organizational development.  
Knowledge of business and management principles involved in strategic planning, resource allocation, human resource modeling, leadership technique and coordination of people and resources.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resource modeling, leadership technique and coordination of people and resources.
- Strong background in researching skills in human resource development with market value analysis to support the position development process within the organization
- Strong management skills including leadership/supervisory related to problem analysis and decision-making, planning and organizing, management control, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management and the ability to solve problems with individuals and in group settings.
- Ability to build collaboration and harmonious working relationships and coalitions among managerial staff and employees of the organization.
- Knowledge of tribal and federal laws personnel laws and policies and the ability to interpret and apply the guidelines, codes, regulations, policies to strengthen operation or where needed
- Skills in independent thinking to support goals and objectives of the organization personnel management activities.
- Highly literate for integrating computer applications into the work of the department.
- Ability to member subordinates to a higher level of performance achievement and obtain employment opportunities.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position is subject to extensive Criminal Background Check.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov)  
For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.