



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: Employee Relations Manager
Human Resources (HR)

OPEN: June 22, 2021

EXEMPT: Yes

SALARY: (9) \$25.09-\$28.10 p/h DOE

SHIFT: Day

LOCATION: HR Office

DURATION: Regular Full-Time

CLOSES: July 1, 2021

JOB CODE:

DIVISION: Administration

DEPARTMENT: Human Resources

SUPERVISOR: HR Director

VACANCIES: 1

JOB SUMMARY: This position will focus on the following Human Resources (HR) functions: employee relations, the grievance process, complaint resolution, assisting with corrective disciplinary actions, unemployment claims, employment verifications, personnel issues related to administrative leave, ensuring compliance with personnel policies, and assisting with payroll garnishment orders and requests. This position will have delegation of authority in the absence of the Director. Direction and guidance for this position will come from the Director. The Director will be responsible for the annual performance assessment/evaluation.

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

1. Represents the HR Department as the first point of contact and perform employee relations function including but not limited to receipt of complaints, review complaints, analyze complaints, and prepare for the investigation process in close working coordination with the employee, supervisor, manager, or Department Director.
2. Refer employees to the Employee Assistance Program (EAP) for more serious issues or on matters unresolved internally when the working environment is not conducive or adaptable. Perform mediation services where possible and refer clients to professional mediation services on more serious issues. Assist client's completion of paperwork the required paperwork, if applicable.
3. Coordinates and facilitate employee grievances, and any other relevant employee relation's issues and serve as staff support.
4. Develop and implement the in-service employee recruitment and training, including but not limited to new hire orientation, drug and alcohol use in the workplace awareness, and supervisor.
5. Coordinate and process unemployment benefit claims.
6. Receive and process employment verifications.
7. Serve as a back-up pertaining to background check investigations, background check adjudication, benefits (i.e. enrollment, payments, etc.), data entry, and staffing.
8. Facilitate exit interviews and document reasons for departure including but not limited to benefits, wages, and working conditions.

9. Gather and analyze data including but not limited to employee count, compensation, retention, tenure, and turnover.
10. Track employees out on administrative leave and coordinate with the Department in accordance with the LIBC HR Personnel Policy Manual procedures.
11. Coordinate and ensure hiring practices are lawful and that the Lummi Preference Policy is complied with throughout the LIBC organizations and its entities.
12. Assist with revising the LIBC HR Personnel Policy Manual and procedures.
13. Receive and process employee payroll garnishment orders and requests with proper protocol in notification to employee and responses to agencies answering questions and providing instruction to accomplish the requirement.
14. Have delegation of authority in the absence of the Director.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in human resources, Business, Public Administration, Tribal Governance and Business Management, or related field; and
 - Two (2) years of experience working directly in a tribal government;
 - Two (2) years of experience working in an office setting; **OR**
- Eight (8) years of experience in Human Resources, including five (5) years as a Human Resources Manager or equivalent.
- 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:

- Knowledge of employment/labor law, rules, and regulations
- Must be familiar with LIBC Personnel Action Form (PAF) system.
- Must have customer service and conflict resolution skills and training.
- Must be motivated and willing to learn new skills.
- Strong organizational skills and must be able to work well under stress.
- Must be attentive to detail and maintain a high degree of accuracy.
- Have strong interpersonal skills and a willingness to help incoming clients and the public.
- Ability to use good judgment in making decisions without bias based on existing data.
- Must have excellent communication skills both orally and written.
- Ability to read and interpret documents such as tribal policies and procedures, and federal regulations pertaining to employment law.
- Ability to speak effectively before groups of clients or employees of organization.
- Knowledge of office practices, procedures, business English, letter writing, punctuation, filing, and spelling.
- Must maintain strict confidentiality at all times.
- Must be computer literate with specific working knowledge of the current Microsoft Office.

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.
- Position requires Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail 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.