



# Lummi Indian Business Council

2334 Lummi View Drive · Bellingham, Washington 98226 · (360) 758-4300  
*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** HR Manager

**OPEN:** April 25, 2023

**EXEMPT:** Yes

**SALARY:** (12) \$40.14-\$45.20/hr. DOE

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** Regular Full-Time

**CLOSES:** June 9, 2023

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Administration

**SUPERVISOR:** Education Director

**VACANCIES:** 1

**JOB SUMMARY:** The primary responsibility is to work as part of the Lummi Nation Education Administration team focused on the mission and goals of the education division and to lead the human resources team in recruiting, hiring, training, and retaining quality employees to support the mission. The position is designed for the purposes of managing assigned operations in accordance with LIBC, BIA, BIE, and WA state policies; providing information to the Education Board, Education Director, staff, and the public; ensuring compliance to established policies, procedures and/or codes; and addressing a variety of administrative needs and processes.

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

1. Administers a comprehensive human resources program for the purpose of maintaining a well-qualified and diverse employee workforce with adequate staffing for the Lummi Nation Education Department.
2. Leads the recruitment and hiring of a workforce at all levels of the Education Department including substitutes, develops recruitment materials, works closely with nearby colleges, arrange for, and attends career fairs, trains administrators in recruitment techniques, and plans other recruitment functions.
3. Design and direct the hiring process for all certificated and/or classified education employees, in cooperation with the administrators/supervisors for the purpose of assuring consistency in the school and ensuring compliance with state, federal law, and contractual provisions (i.e., Highly Qualified, endorsement, certification requirements).
4. Reviews, and recommends revisions, in coordination with LIBC HR Director, on specific Education Department policies and procedures for human resources for the school board's consideration, for the purpose of assuring consistency in the school, and compliance with laws, regulations, and collective bargaining agreements.
5. Develop and implement goal areas as defined by the Education Strategic Plan.
6. Provides leadership, training, and administering staff evaluation procedures.
7. Coordinates performance assessment of all employees in coordination with supervisors, provides support and advises supervisors on personnel matters, oversees process for tracking notification and receipt of evaluation/probation paperwork in coordination with LIBC HR

- Department, works with appropriate personnel in the development/revision of evaluation procedures and related forms.
8. Administers the District's collective bargaining agreements, from negotiations through managing the contract, interpreting contract language, processing grievances, and supporting administrators in managing the collective bargaining agreements, for the purpose of assuring high quality staff.
  9. Monitors human resource activities of administrators and managers for the purpose of assuring compliance with Education Administrations human resources policies and procedures, collective bargaining agreements and laws and regulations.
  10. Provides training to Education administration for the purpose of ensuring that personnel policies and procedures are understood and implemented fairly and appropriately.
  11. Collaborates with the Education Director, General Manager, and LIBC HR Director to ensure best practices in Human Resources leadership operations and management.
  12. Supervises the preparation and/or complete in an accurate and timely manner state and federal reports for the purpose of compliance.
  13. Oversees, supervises, and is accountable for management aspects of the Education Division Human Resources department including the evaluation of staff.
  14. Advises the Education Director for the purpose of ensuring sound and accurate information for decisions.
  15. Participates in labor-management meetings and follow-up action related to Education Department employees based on labor-management discussion/meetings, works proactively to resolve issues before they become formal grievances and utilizes problem solving and mediation techniques to bring about resolution where appropriate.
  16. Attends LIBC HR Workgroup meetings.
  17. Attends professional growth sessions for the purpose of keeping professional human resource knowledge current with changing laws and regulations.
  18. Participates in the negotiation process as a member/lead of the school's negotiations team, prepares school proposals, drafts contract language, and coordination of staff and meeting times.
  19. Work with Administrators on employee relations issues including investigations of alleged misconduct and other personnel issues and communicates directly with LIBC HR Department as point of contact.
  20. Acts as the School Title IX officer and coordinates the Affirmative Action Plan.
  21. Prepares Personnel Action Forms and new employee packet of information for personnel according to LIBC HR requirements.
  22. Displays the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
  23. Supervises various programs or personnel, including building principals as determined by the Education Director.
  24. Protects confidentiality of records and information about staff and uses discretion when sharing any such information within legal confines.
  25. Participates in regional and national human resources organizations.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Human Resource Management, Tribal Governance and Business Management, Public Administration, or related field; and
  - Two (2) years of experience in Human Resources functions, or relevant experience (i.e., PRF/PAF, on-boarding, employment contracts, staffing and recruiting, workforce development, training/developing, employee relations, etc.); and
  - Two (2) years of supervisor experience, *preferred*; and
  - Washington State certificated administrative credential, *preferred*; **OR**

- Master's degree in Educational Leadership, Business Administration, Human Resource Management, or related field; and
  - Washington State certificated administrative credential, *preferred*.
- Lummi/Native American/Veteran preference policy applies.

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

- Experience with contract management, contract negotiations, and contract interpretation.
- Knowledge of and experience with applicable laws, regulations, and emerging practices pertaining to assigned responsibilities, including current issues and trends in education and human resource activities.
- Knowledge of State of Washington and federal regulations and policies regarding personnel matters and employment, civil rights, Title IX, student discipline.
- Knowledge of and experience with supervisory methods and practices in the area's leadership and instructional frameworks; specifically, the AWSP Framework and the Danielson Instructional Framework.
- Skills and ability in organization, time management, task prioritization and record keeping.
- Exemplary skills in written and oral language with the ability to communicate respectfully, clearly, and concisely by telephone, in person, and in written form.
- Skills demonstrating a high level of integrity, commitment, and work ethic.
- Ability to make effective presentations, produce high quality reports, draft policies and procedures, and product publications.
- Ability to apply diplomatic techniques in all district-related matters and maintain strict confidentiality in sensitive matters.
- Ability to analyze and synthesize complex data.
- Ability to establish and maintain effective working relationships with staff, administration, and community in a variety of roles and positions.
- Ability to work effectively as a team member.
- Ability to remain calm, flexible, and work effectively under pressure.
- Ability to use computers and/or electronic equipment to fulfill job functions.

#### **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 requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check

#### **PHYSICAL REQUIREMENTS:**

- Ability to stand, walk, and sit frequently or for prolonged periods of time. Ability to travel to school buildings, offices, various events, and other engagements.
- Ability to perform extensive work at a computer display terminal.
- Additionally, physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling/fingering, talking/hearing conversations, and near/far visual acuity/depth perception/color vision/field of vision.

#### **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](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.