

# Lummi Nation School

Educational Excellence for the Future



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

## JOB ANNOUNCEMENT

**JOB TITLE:** HR Education Generalist II

**OPEN:** January 4, 2024

**EXEMPT:** No

**SALARY:** (9) \$26.48-\$29.82/hr. DOE

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** Regular Full-Time

**CLOSES:** January 18, 2024

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** LNS

**SUPERVISOR:** LNS HR Manager

**VACANCIES:** 1

**JOB SUMMARY:** The Human Resources (HR) Education Generalist II will report to the Lummi Nation School (LNS) HR Manager. The HR Education Generalist II will perform the daily functions including, but not limited to assisting with the Personnel Requisition Form (PRF) job postings, screening applicants, scheduling, and facilitating interviews, conducting background checks, and onboarding staff.

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

1. Maintain current and accurate job descriptions within the Education Division.
2. Serve as the main point of contact for your assigned job files and communicate this to the hiring supervisor.
3. Responsible for filling vacancies from start to finish (i.e., posting vacancies to clearing an employee to work).
4. Screen applicants in accordance with the HR policies in Section 203.
5. Help the hiring supervisor with re-advertising a position when no applicants meet the minimum qualifications.
6. Coordinate, schedule, and facilitate the interviews of qualified job applicants.
7. Responsible for assisting with the hiring process (i.e., reference checks, background checks, approval by supervisor, job offers, denials, new hire packet, etc.).
8. Conduct background checks for new hires through the following databases, but not limited to Lummi Tribal Court, Judicial Information Systems (JIS), Washington Access to Criminal History (WATCH), out-of-state, and CAMIS child(ren) protective services (CPS).
9. Process fingerprints utilizing the federal Criminal Justice Information Systems (CJIS) and the Tribal Access Program (TAP).
10. Obtain the drug test results for new hires.
11. Prepare the Certification of Investigation and Adjudication letter for new hires and transferred employees that pass the background check and collect a signature from the HR Adjudicator.
12. Draft unfavorable determinations for the new hires and collect a signature from the HR Adjudicator.
13. Process motor vehicle requests (MVR) and add employees to the MVR list when they meet the Lummi Nation insurance requirements.
14. Communicate the final clearance to the hiring supervisor (i.e., background check results, drug test results, and MVR results).
15. Maintain a copy of all necessary documents for the HR Department (i.e., background checks results, UA results, unfavorable determinations, MVR results, etc.).

16. Manage the job files in an organized/systematic way to track each step of the hiring process and maintain job files for two (2) years.
17. Shred the job files after two (2) years of the official job posting date.
18. File daily work and archive HR files as necessary and in compliance with the retention schedule.
19. Coordinate and facilitate the annual and random drug and alcohol testing in accordance with the HR policies in Section 603.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED; and
  - Three (3) years of experience in Human Resources; and
  - Three (3) years of experience working for a tribal government, organization, entity, or enterprise; and
  - Willing to obtain and maintain, at the soonest opportunity, the Employee Investigation & Adjudication Training Certificate from the Personnel Security Consultants, Inc.; **OR**
- Associate degree in Public and Tribal Administration, or related field; and
  - One (1) year of experience in Human Resources; and
  - One (1) year of experience working for a tribal government, organization, entity, or enterprise; and
  - Willing to obtain and maintain, at the soonest opportunity, the Employee Investigation & Adjudication Training Certificate from the Personnel Security Consultants, Inc.
- Lummi/Native American/Veteran preference policy applies.

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

- Master level computer skills and knowledge of HR computer software and systems.
- Excellent verbal and written communication skills.
- Possess strong planning and organization skills.
- Able to work independent and in a team environment.
- Ability to counsel and instruct adults successfully.
- Experience working as a facilitator, mentor and/or instructor.
- Ability to design, develop, and implement job descriptions, interview questions, etc.

#### **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 an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.

#### **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.