



# 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:** Deputy Human Resources Director  
Lummi Indian Business Council (LIBC)

**OPEN:** April 11, 2019

**EXEMPT:** Yes

**SALARY:** (11) \$33.18 - \$37.16

**SHIFT:** Day, Varies

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSE:** April 25, 2019

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** Human Resources (HR)

**SUPERVISOR:** HR Director

**VACANCIES:** 1

**JOB SUMMARY:** The Deputy Human Resources Director is the delegated responsible position in the absence of the Human Resources Director (HRD). The DHRD is responsible for supporting the HRD in the development, maintenance and administration of the Nation's comprehensive human resources operations and functions. The Deputy Director works cooperatively with department Directors/Managers to develop, manage, implement and evaluate human resource practices, personnel policies development, professional development, records and systems management, background investigations/adjudications 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. Assists the Director with developing goals and objectives for the HR Department and assures accomplishment in an efficient, effective and timely manner, to include but not limited to:
  - On boarding employees - recruitment, advertising, screening, interviewing, job offer process and pre-employment testing to insure staffing of qualified personnel in compliance with Lummi Preference, and all applicable tribal and federal laws.
  - Employee relations to include: facilitation, mediation, external referrals and grievance procedures
  - Ensuring periodic performance reviews and
  - Advising directors on employee discipline activities.
  - Responsible for implementation of the Nation's salary scale for current and new positions.
  - Responsible for all background check investigations/adjudications, ensure accuracy and completeness for final determination of applicant's/employee's eligibility.
  - Ensures the nation's Drug and Alcohol Testing Policy are fully implemented.
  - Establish a standardized communication plans to inform LIBC management and employees on the Nation's employment policies, organizational changes and managerial initiatives.

2. In conjunction with the General Manager Office and Department Directors develops strategic plan for staffing review and succession planning that is congruence with organizational needs, and mission statements, complimenting the short and long-term goals for the LIBC.
3. Assists in monitoring process to maintain fiscal accountability of the department budget, its related goals and objectives, consistent with Tribal and Federal laws, policies and practices. Supports the Director in preparing annual budget plans with performance work plan that addresses the LIBC priorities and justifies the budget requests and any amendment.
4. As directed attend various stakeholder meetings (LIBC, General Council, etc) 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.
5. As requested provided information to leadership on human resources/tribal and federal regulations, employment and staffing issues, management practices, human resource strategic planning, and all human resource management issues.
6. Assists the Director in developing and providing 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.
7. 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.
8. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Business Administration, Human Resources or related field (**required**)
- 3 year experience working directly in a tribal government organization,
- 1 year experience in 2 or more of a HR functions such as; staffing, recruitment, employee development, employee relations, supervising and/or budget plan development.
- 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.

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- 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.