



Northern Circle Indian Housing Authority
694 Pinoleville Drive, Ukiah CA 95482
707-468-1336 800-521-3191

POSITION DESCRIPTION

POSITION: Human Resources Specialist

SUPERVISED BY: Fiscal Officer

DEFINITION OF POSITION:

Under the general supervision of the Fiscal Officer, the Human Resources Specialist shall perform a variety of administrative functions to support the Human Resources needs of NCIHA. The HR Specialist will recruit top talent and provide staff members with an exceptional work experience. NCIHA wants employees to be engaged in their jobs from the moment of hire until the time they leave the organization. The NCIHA HR Specialist must be skilled in managing compensation, benefits, recognition, training, wellness, performance management, and employee relations in a manner that retains staff members long-term and builds our employer brand. NCIHA's board and staff are proud of the diversity in our workforce, and our HR Specialist is tasked with ensuring that our company culture welcomes a diverse population and supports each person in achieving career goals within the organization.

The HR Specialist performs complex and confidential clerical and record keeping tasks for the organization. The position requires exercise of independent judgment and initiative.

PRIMARY RESPONSIBILITIES :

Performance of duties to assure the Human Resources component of NCIHA staffing is well managed, documented as required and administered in a fair and equitable manner for all employees. The HR Specialist will assist in resolving conflicts that arise between staff persons, clarify benefits, compile reports adhering to policies and standards, and relay and interpret administrative decisions. A primary responsibility of this position is to focus on the wellness of employees by designing activities and opportunities for employees to pursue healthier life styles and establish personal and professional development goals.

The HR Specialist will:

- Recruit potential applicants based on experience, skills, and education. Responsible for advertisement of employment positions as they become vacant in local newspaper and other outlets. Maintain applications, prepare packets for personnel Committee and management staff. Schedules interviews as directed.
- Update job requirements and position descriptions when needed.
- Contact applicants' references and performs required background checks, schedules and completes pre-employment drug testing.
- Organize and manages new employee orientation, on-boarding, and training programs.
- Explain and provide information on employee benefits, programs, and education. May advise on benefit needs or evaluate benefit contract bids.
- Cover all legal compliance for human resource federal and state and tribal requirements.
- Assist in resolving conflicts that arise between staff persons.
- Maintain employee records and paperwork.
- Represent NCIHA in community and recruiting events
- Answer employee questions and address employee concerns regarding the company; including employee safety, welfare, wellness and health.
- Respond to Federal and State requests for employee information, wages, child support requirements, etc., while working with the NCIHA Payroll Specialist on garnishments, liens, and any other necessary payroll deductions.
- Manage committees on wellness, training, health and safety, culture, and communications, as required.
- Maintain NCIHA master copies and computerized policies, forms, position descriptions, organizational and staffing charts and updates.
- Maintain and track terms of employment for staff members.
- Coordinate acknowledgments and recognitions based upon adopted policy.

- Coordinate NCIHA events such as workshops, conferences, staff events, manages logistics, such as venue, flyers and food.
- Maintain NCIHA website for employment recruitment, assure information is updated and current such as position openings, applications and policies.
- Perform other duties as directed by Supervisor.

EDUCATION, EXPERIENCE, KNOWLEDGE AND ABILITIES:

1. HR Specialist applicants require an AA degree in human resources, business, or a related field, or extensive prior experience in human resources.
2. Three to five plus years of experience in human resources positions.
3. Possesses superb written and spoken communication skills.
4. Excellent interpersonal relationship building and employee coaching skills.
5. Organized and efficient in daily tasks.
6. Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
7. General knowledge of employment laws and best practices.
8. Minimum of 3 years advanced Human Resources experience with certificates or credentials that support.
9. Knowledge of modern office methods, equipment, business procedures and practices.
10. Knowledge of correct business English usage in spelling, grammar, punctuation and vocabulary.
11. Ability to establish and maintain effective working relationships with . program participants, staff and other public and private agencies.
12. Ability to work independently and handle heavy workload in an efficient and expeditious manner.
13. Ability to perform a wide variety of tasks with speed and accuracy having good organizational skills.

14. Knowledge of Microsoft Office Suite including Word, Excel, Outlook, PowerPoint and NT Computer Network Systems and applicable publishing and design software. Human Resources Information Systems (HRIS), and demonstrated skills in database management and record keeping.
15. Willingness to attend training seminars/workshops to expand working knowledge of housing programs, human resource and computer skills.
16. Ability to achieve success as a team member by adhering to certain core values and principles such as honesty, integrity, competence and professionalism.

WORKSITE: NORTHERN CIRCLE INDIAN HOUSING AUTHORITY
UKIAH, CA 95482

SALARY RANGE: \$41,305 to \$64,078

CLASSIFICATION: Program Specialist

WAIVER OF EDUCATIONAL OR EXPERIENCE REQUIREMENTS:

Board of Commissioners may waive the educational or experience requirements based on an evaluation of the experience or demonstrated competence of the job applicant.

The information contained herein is not intended to be an all inclusive list of the duties and responsibilities of the job, nor are they intended to be an all inclusive list of the skills and abilities required to do the job.

Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.