



JOB DESCRIPTIONS

Job Title: Human Resources Director
Department: Human Resources
Salary: DOQ
Posting Dates: 05/05/2023- 05/19/2023 (Internal & External)

Position Summary: Under general direction, plans, organizes and directs the staff and operations of the Human Resources Department. Develops, implements, and administers the human resources policies and procedures. Ensures compliance with all applicable Federal, State and Tribal laws, regulations and ordinances.

Essential Job Functions: *The list that follows is not intended to be comprehensive: it is intended to provide a representative summary of the major duties and responsibilities. Employee will be required to follow any other job-related instructions and to perform any other duties requested by his or her supervisor.*

- Formulates, with management, human resource policies and procedures according to company objectives, government regulations, federal, state and local law.
- Develops, with management, and maintains a standard salary schedule for all positions within the organization.
- Provides guidance to the organization in employee relation issues which include, but is not limited to, performance evaluations, grievances, investigations, corrective action programs, recognition, rewards programs, and employee events.
- Prepares budget for human resources department according to established formats, guidelines and due dates and monitors expenditures to ensure conformity to budget category allowances.
- Oversees all activities related to recruiting, hiring, and staffing of employees for the organization.
- Develops, coordinates and oversees training programs for all levels of employees.
- Oversees the management and administration of approved employee benefits and the Employee Assistance Program.
- Oversees the organization's employee uniform program.
- Develops and executes staffing plans for the Human Resource Department, ensuring that all members of the Human Resource Department are properly prepared and trained by monitoring departmental employee's performance.
- Responsible for the organization's programs for all employees.
- Oversees the proper administration of the human resource database system.
- Plans, develops and oversees the administration of an effective records management system in a secure environment for all employee records including personnel, medical, and HIPAA.
- Gathers appropriate statistics which reflect personnel activity and generates reports for management.

- Develops and initiates employee communication efforts in the form of newsletters, employee opinion surveys, bulletin board announcements, state and federal postings.
- Hold regular staff meetings, at least monthly.
- Attend General Manager's monthly staff meetings.
- Present at Gaming Commission meetings as requested by General Manager.
- Implements and manages all applicant testing and training programs.
- Map out annual training plans for management, HR, customer support and more
- Design and develop training programs (outsourced and/or in-house)
- Select appropriate training methods or activities (e.g. simulations, mentoring, on-the-job training, professional development classes)
- Market available training to employees and provide necessary information about sessions
- Conduct organization-wide training needs assessment and identify skills or knowledge gaps that need to be addressed
- Use known education principles and stay up to date on new training methods and techniques

Supervisory Responsibilities:

- Supervise the Human Resource staff.

Job Requirements:

Education, Experience, and Certifications:

- Bachelor's degree in Human Resources or related field.
- Three to five years experience in Human Resources management.
- Must be able to pass background investigation.

Knowledge and Skills:

- Strong communication, management, analytical, and writing skills.
- Proficient in database management, word processing and spreadsheet applications.
- Must be flexible and have well-developed interpersonal skills.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be exposed to second-hand smoke.