



JOB TITLE: Human Resources Manager
DEPARTMENT: Human Resources
CLASSIFICATION: Exempt
WAGE: \$27.00-\$31.00
SHIFT: Days – 40 hrs/wk
LOCATION: Sherwood Valley Casino
REPORTS TO: General Manager

SCOPE OF WORK:

The primary purpose of the Human Resource Manager is to perform the full range of Human Resource duties to include but not limited to technical advice, procedural assistance, processing personnel transactions maintaining training materials and employee handbook. The Human Resource Manager will also be responsible for developing, implementing and administering policies assuring compliance with federal labor laws and fostering a positive team member relation.

The Human Resource Manager is also responsible for implementing and researching benefit programs as well as processing all workman compensation forms.

DUTIES AND RESPONSIBILITIES:

Include, but not limited to the following:

- Ensure proper policies and procedure are in place, communicated and followed to maintain compliance with Federal, State, Local and other agency mandates.
- Keeping up to date on legal changes in the HR arena, communicating changes to the General Manager.
- Ensure benefit offerings provide best coverage available to meet the needs of the Sherwood Valley Rancheria Casino Team Members, within the budgetary constraints established. Related duties include annual review of programs, plan design, and benefit surveys, management of broker relationships and communication of benefit program.
- Ensure best practices are employed to attract qualified candidates for open positions. This includes updates of job descriptions, wording and placement of job postings and advertising.
- Ensure best practices are employed to select qualified candidates for open positions.
- Work closely with department managers to develop and implement training programs across the organization.
- Ensure systems are in place and utilized to plan, monitor, evaluate and improve Team Member performance.
- Ensure proper processes are in place and followed to handle Team Member concerns and to promote relationship building across the organization.

KNOWLEDGE AND ABILITIES:

- Knowledge of Sherwood Valley Rancheria Casino and the Human Resource Department in order to provide technical advice and service when and where needed.
- Knowledge of the rules, regulations and procedures used to accomplish various Human Resource Department functions including classification, staffing, employee benefits, employee relations and employee development.

- Knowledge of employee benefit program rules, regulations, procedures, content, options, etc.
- Possess good public and interpersonal relationship skills and the ability to establish cooperation among employees to assist in resolving interpersonal misunderstandings, conflicts, etc.
- Ability to establish and maintain effective human resource relationships in a work situation with supervisors, managers, co-workers and the public. Must be able to communicate with people of different managerial, economical, cultural, ethnic, and educational backgrounds.
- Ability to use sound judgment in establishing work priorities requiring successful completion of corporation goals; ability to handle heavy workload to meet objectives.
- Ability to make decisions and exercise good judgment based on acquired experience and knowledge.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.
- Must have initiative, self-motivation, good communication skills and the ability to operate in a team environment.
- Must maintain a professional attitude at all times.

QUALIFICATIONS:

- Bachelor's Degree in Business Administration or related field, emphasis in Human Resource Management preferred or equivalent of job related experience and education may be substituted. Experience must show demonstrated knowledge and skill in the areas of Human Resources, payroll and benefits administration.
- Prior Human Resources experience in an Indian casino is preferred.
- Experience and knowledge of federal and state laws regulating Human Resources, salary, and benefits.
- Computer experience with knowledge of various software programs including Microsoft Word, Excel and Power Point is required.
- Must be responsible, dependable and maintain strict confidentiality of information.
- Must be able to obtain and retain a gaming license through Sherwood Valley Rancheria Gaming Commission.
- Must be able to stand, bend, push, reach and lift 50 lbs, repeatedly throughout shift.
- Must submit to and clear random drug testing.
- Must maintain a home phone, cell phone or other means of communication.
- Must be able to speak, read and write the English language.

WORK ENVIRONMENT:

In the entertainment industry one may be subject to a work environment containing excessive **noise, smoke, and stress.**

Indian Preference:

IN ACCORDANCE WITH TITLE VII OF THE 1964 CIVIL RIGHTS ACT, SECTION 701 (b) AND 703 (I) PREFERENCE IN ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS.

Print Employee Name

Date

Employee Signature

Supervisor Signature

Date