



YELLOWHAWK
TRIBAL HEALTH CENTER

Yellowhawk Tribal Health Center
46314 Timine Way
Pendleton, OR 97801

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POSITION DESCRIPTION

POSITION TITLE HR Generalist

OPENING DATE 7/8/2019

CLOSING DATE 12/5/2019

DEPARTMENT Human Resources

LOCATION Yellowhawk Tribal Health Center

SUPERVISED BY HR Director

SALARY \$36,046 - \$45,084 annual ; Grade E

STATUS Full Time; Non-Exempt;

MINIMUM QUALIFICATIONS

1. Bachelor's Degree, preferably in a business related field, i.e., Business Administration, Public Administration, Human Resources with two (2) years of demonstrated experience relevant to the position; OR
2. Associates Degree preferably in a business related field, i.e., Business Administration, Public Administration, Human Resources with four (4) years of demonstrated experience relevant to the position; OR
3. High School Diploma or GED with at least six (6) years of successful experience relevant to this position.
4. Requires THRP, PHR or SPHR certification or must be able to obtain within a year of placement within the position.
5. Demonstrated experience with an HRIS system or related system of data entry and tracking of employee vital statistics.
6. Demonstrated ability in the proficient use of computers, including an exceptional working knowledge of Microsoft Outlook, Word, Excel, Access and PowerPoint. Must be familiar with hand held devices that interface with Microsoft Outlook.
7. Must have strong interpersonal and communications skills, including the ability to communicate effectively orally and in writing.
8. Must possess a valid state driver's license and meet and maintain insurance requirements to operate General Services Administration vehicles.
9. Must submit to and pass a reference and criminal background check.
10. Must submit to and pass a pre-employment drug and alcohol screening.

Preferred Qualifications:

N/A

DESCRIPTION [Job Summary](#)

The Human Resources Generalist is responsible for performing HR-related duties on a professional level and works closely with the Human Resources department in supporting company goals and objectives. This position helps manage day-to-day operations of Human Resources and carries out responsibilities in the following functional areas: employee relations, record keeping, training, family medical leave program, and employment law compliance. Completes special projects as assigned in all areas of HR. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements, policies and relevant laws.

[Essential Job Functions:](#)

1. Implements human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations; completing personnel transactions.
2. Coordinates and administers the orientation program in partnership with Payroll, Finance, Risk Management and all other departments involved in orientation. Ensures the employee completes the program, all required documentation is obtained in a timely manner, and records are maintained in the personnel file. Copies of credentials that are required by other departments are shared with them in a timely manner.
3. Maintains employee files and works with the Compliance Coordinator to notify and follow up on orientation and annual evaluations. Notifies employees, supervisors and Payroll when employees pass their orientation period.
4. Interprets and administers leave programs and policies in accordance with the applicable federal and state employment laws (FMLA, ADA, USERRA, Pregnancy Discrimination Act, etc.). Ensures that the workers' compensation program is managed in accordance with applicable OSHA and workers' compensation laws.
5. Works closely with employees to ensure that all relevant completed medical documentation is submitted for timely review. Maintains appropriate contact with all associates on leave and coordinates all aspects of return to work for associates on leave.
6. Implements all employee training programs that addresses Yellowhawk's needs including, new employee orientation, onboarding, management development, and compliance training
7. Complies with all existing governmental (federal, state, local, and tribal), legal and contractual reporting requirements including, but not limited to: AA/EEO, ADA, ACA, ERISA, FMLA, OSHA, Department of Labor and workers compensation.
8. Shall perform administrative and clerical duties for the HR office.

9. Develops human resources solutions by collecting and analyzing information; recommending courses of action.
10. Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees.
11. Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions.
12. Manages client expectations by communicating project status and issues; resolving concerns; analyzing time and cost issues; preparing reports.
13. Prepares reports by collecting, analyzing, and summarizing data and trends.
14. Protects organization's value by keeping information confidential.
15. Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
16. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
17. Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
18. Acts as the back up to the HRIS Clerk and Recruiter to provide support.
19. Serves as the HR representative for interviews.

Physical Demands:

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports.

NOTICE TO APPLICANTS

Application Deadline

Complete Yellowhawk employment application packets will be accepted until 4:00 p.m., on the posted closing date as found on Page 1 of this announcement, or postmarked on that date. Only those employment application packets which are complete, with all additional required information, as found in the "required employment application packet material" below will be considered. Employment application packets received after the deadline will not be considered.

Required Employment Application Material

Applicants will be required to submit a complete job application packet for each position they desire to apply for. A complete job application packet will include:

1. Completed employment application.
2. Cover letter – explaining your qualifications and experience relevant to the functions of this position.
3. Resume – identifying your qualifications and experiences relevant to the functions of this position.
4. High School Diploma/GED or copy of official college transcripts (if applicable).
5. Copy of a Valid Driver's License if this is a minimum requirement of position.
6. Preference – appropriate documentation for either Tribal or Indian preference and/or Veteran's preference.

Application Submission

Submit Complete Job Application Packets to:

via Mail:
Yellowhawk Tribal Health Center
attn: Human Resources/HR Recruiter
46314 Timine Way
Pendleton, OR 97801

OR

via E-mail:
hrrecruiter@yellowhawk.org

APPLICANT REVIEW AND ACKNOWLEDGEMENT

I acknowledge that I have read and understand the duties, responsibilities and requirements of the position for which I am applying.

Signature

Date