



## Job Description

### Human Resources Manager

**Department:** Administration  
**Reports to:** Deputy Executive Director  
**FLSA Classification:** FLSA Exempt  
**Wage Range:** 11/12 \$40.00-\$46.00 per hour DOQ

#### **Position Summary:**

Under the general direction of the Deputy Executive Director, this position is responsible for the planning, development, implementation, and administration of the South Puget Intertribal Planning Agency's (SPIPA) Personnel Policies and Procedures and systems. Advises department managers, supervisors, and employees on SPIPA policies including: employment; pay and compensation analysis; benefits; employee processes; employee training and development; employee performance, conduct and discipline; safety; employee assistance program; and the complaint resolution process. The position is located at the Intertribal Professional Center, Shelton, WA

#### **Responsibilities:**

- Develops, proposes, and coordinates approval, implementation and interpretation of the Personnel Policies and Procedures.
- Ensures Agency compliance with Federal, State, Local and Tribal employment laws.
- Directs, supervises, and reviews employee recruitment, placement and record-keeping processes and activities.
- Confers with Executive Director, Deputy Executive Director and Department Managers relative to Personnel Policies, employee behavior, work demands, employee performance, staff development, morale and motivation; resolves or recommends improvements or solutions to problems.
- Represents the Agency in personnel related investigations, hearings, mediation, or litigation, e.g., unemployment insurance and workers compensation.
- Develops and maintains a position classification system. Makes recommendations for a competitive pay schedule based on classification, available wage surveys and funding.
- Conducts periodic analysis of cost-of-living indices; recommends salary schedule adjustments when appropriate.
- In conjunction with Fiscal Department, manages employee Benefits Administration. Recommends plans based on a cost/benefit analysis within available budget. Responds to employee questions and concerns related to group health insurance plans and the Agency retirement plan. Serves as the contact between the Agency and benefits providers. In conjunction with Fiscal Department maintains plan documents such as 403(b) (retirement), Health Reimbursement Arrangement (HRA), Medical, Dental, Vision, optional coverage plans and Life Insurance.

- Conducts new employee on-boarding; coordinates exit interviews and Agency clearance for departing employees.
- Directs risk management functions (safety, workers compensation); facilitates Business Continuity Planning and activities.
- Maintains the official employee personnel files.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities**

#### **Desirable Qualifications**

- Master's level degree in Human Resources, Business Administration, or related field, with three years of executive or director level human resources and personnel management work experience, or
- Bachelor's level degree in Human Resources, Business Administration, or a related field and five years of executive or director level human resources and personnel management work experience.
- NNAHR, PHR or SPHR designation desired.
- Knowledge of and ability to research, interpret and apply Federal and State employment laws.
- Ability to establish and maintain effective working relations internally and externally.
- Problem solving and decision-making skills to analyze complex issues and to propose timely and reasonable courses of action.
- Demonstrated skills in mediation, negotiation, and conflict resolution.
- Ability to maintain strict confidentiality of privileged personnel or agency information.
- Exhibits strong sense of personal integrity and cultural awareness. Prefer experience with American Indian/Alaska Native communities.
- Strong computer skills with at least three years using Microsoft Office or similar software.
- Possess a valid Washington State Driver's license and have proof of auto insurance.
- Pass a background investigation including criminal history reporting, confirmation of work experience and education.

The Human Resources Manager, as an employee of the South Puget Intertribal Planning Agency, is expected to collaborate, engage, and work closely with all SPIPA programs to fully support the agency's Vision, Mission, and Core Values in accordance with all agency directives.

**Essential Functions/Physical Abilities:** Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; lifting light objects. Occasional local travel.

**Salary/Fringe Benefits:** This position has a range of SPIPA 11/12 with compensation depending on qualifications (37.5 hours weekly). Benefits include medical, dental, vision, life insurance and agency contribution to a retirement program.

**Confidentiality:** This position will have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement and adhere to applicable standards.

**Equal Opportunity:** SPIPA is an equal opportunity employer. Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaskan Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

**Drug-free Workplace:** SPIPA is committed to providing a drug-free workplace for its employees, volunteers and the communities it serves. This position requires successful completion of a pre-employment drug test.

**To Apply:**

Complete and submit a SPIPA employment application (<http://www.spipa.org>), a cover letter describing how your qualifications align with this position, and a resume including three work related references to:

Kyle Rogers, Deputy Executive Director  
South Puget Intertribal Planning Agency  
3104 SE Old Olympic Hwy  
Shelton, WA 98584  
[krogers@spipa.org](mailto:krogers@spipa.org)

**SPIPA Employment application is available online at <http://www.spipa.org> under Agency & Job Opportunities or by calling (360) 426-3990.**

**Application screening will begin September 15, 2022. Open until filled.**