



# CHIEF LESCHI SCHOOLS

*Puyallup Tribe of Indians*

**JOB TITLE:** Human Resources Generalist I

**SALARY SCHEDULE:** Professional Technical      **SALARY PLACEMENT:** Level 13

**WORK DAYS PER FISCAL YEAR:** 244      **HOLIDAYS:** 16      **FLSA STATUS:** Exempt

**SUMMARY:** This position serves as a member of a team that provides human resources support and services to assigned school buildings, departments and programs. Support and services include: Staffing; employee benefits; data entry and records management; analyzing data and information to ensure compliance with applicable laws, rules and policies and procedures; process and monitor employee related human resources activities; gathers information and generates reports; prepares correspondence; assists with human resources programs and events; provides excellent customer service.

**ABOUT CHIEF LESCHI SCHOOLS:** Formerly known as the Puyallup Tribal School, Chief Leschi Schools was founded in 1976 to address the high dropout rate of the youth of the Puyallup tribe. It is the largest of seven tribal schools in the state of Washington and one of approximately 200+ tribal schools in the United States. It is also one of the largest tribal schools to be funded by the Bureau of Indian Education.

**ESSENTIAL FUNCTIONS** include the following:

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Works as a team member to provide excellent customer service with efficient and effective human resources assistance to assigned school buildings, departments and programs and their respective administrators, managers and supervisors; consults with other staff as necessary to verify data entered in the human resources and financial information system and in reports is accurate and timely for the purpose of providing human resources support.
2. Monitors, maintains and updates online application system; tracks vacancies; verifies position FTE and funding via position controls; confers with administrators to obtain information in order to accurately post jobs; provides online application system assistance to applicants as needed; screens applications for minimum qualifications; works with internal and external applicants on processes and requirements for employment with the school.
3. Assist with planning, preparing materials and attending recruitment and job fairs on behalf of the school.
4. Manages the interview and selection process for positions; assists in arranging interviews; assists in preparing interview materials; advises administrators and interview committee members through interview process; reviews and processes recommendations for hire; notifies applicants of status; prepares related correspondence.

## JOB DESCRIPTION: Human Resources Generalist

5. Analyzes, monitors and processes endorsements, certification type and licensing verification and registration for candidates and staff assignments; accesses state databases to obtain certification information; directs employees on procedures for renewing or applying for professional certification and licensure; monitors and notifies staff of certification and licensing expiration; apprises supervisors and staff of identified issues or potential issues for the purpose of maintaining compliance with applicable regulations, laws, policies and procedures and guidelines.
6. Assists in coordinating and managing employment background checks and drug testing; assists in maintaining related records.
7. Conducts new hire processing and orientation; manages gathering of information and required documentation along with timely completion of employment forms; completion and submittal of benefit enrollment forms.
8. Ensures Federal and State Highly Qualified and ESEA compliance for certificated staff; analyzes college transcripts, testing, in-service clock hour forms and other documentation for certificated staff; analyzes and determines initial and final placement on salary schedules; identify and/or resolve potential certification and/or licensing issues for the purpose of ensuring compliance with Federal and State law and reporting and school policy; monitors certificated staff certifications for status and expiration dates.
9. Creates and ensures accurate employment records for all staff, including pay, assignments and personal data; processes other personnel actions including transfers, salary changes, various types of leave, separations from employment, extra work assignments; maintains database
10. Function as the lead staff member for assigned human resources functions and programs.
11. Manages unemployment claims; completes required reports; attends yment hearings, as needed.
12. Collaborates with HR staff and administration to develop and continuously improve procedures for the department; works with department staff to resolve problems; promotes a high quality customer service environment; assists other staff during peak periods for the purpose of serving as a member of a team.
13. Assists in planning, coordinating and carrying out school employee programs, events and activities.
14. Prepares and provides various HR reports as required and requested.

## OTHER JOB DUTIES

1. Maintains and updates knowledge and skills necessary for success in the position by participating in professional development activities, as needed or assigned.
2. Prepares and presents periodic status reports to Supervisor on work being performed in the position; coordinates special projects as assigned.
3. Promotes a quality service environment and assists the Executive Director of Human and Financial Resources in supporting the mission and vision of the department.
4. Collaborates with and provides assistance to other department staff; performs back-up to other staff; performs related duties as assigned.
5. Attends various meetings and training workshops related to job duties and responsibilities.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE:**

1. Associates degree or equivalent vocational training in human resources or related field and two (2) years of work experience in human resources; a bachelor's degree, or higher, or any combination of college education, training and applicable experience may substitute.
2. Demonstrated proficiency in the use of Microsoft Office, including Word, Excel and Outlook

### **PREFERRED QUALIFICATIONS**

1. Experience working in a Bureau of Indian Affairs school or schools/school districts
2. Certification in human resources field (e.g. PHR, SPHR, SHRM-CP)

### **CONDITION OF EMPLOYMENT:**

- Successful criminal background clearance
- Successful and/or clear drug screening

### **KNOWLEDGE OF:**

- School Board policies and procedures
- General human resources principles, procedures and practices
- Human relations/conflict resolution strategies

### **ABILITY TO:**

- Use HRIS and computer system applications to accurately manage, analyze and report data
- Interpret college transcripts and determine credits and experience for proper placement on pay schedules
- Research issues and problems, interpret and analyze data, prepared reports and recommend sound conclusions
- Perform accurate and complex mathematical calculations
- Take initiative and work independently
- Maintain strict confidentiality
- Organize facts and present them in a clear, concise and logical manner
- Communicate effectively, both verbally and in writing
- Maintain detailed and accurate records while meeting timelines for work completion
- Maintain effective working relationships with individuals and groups in a multi-cultural and diverse community
- Work collaboratively with employees, administrators, parents, and community members
- Comply with school board policies and follow administrative procedures

**REPORTING RELATIONSHIP:** HR Manager/Exec. Dir. of Human and Financial Resources

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and stand for long periods of time. The employee must frequently reach with hands and arms and is regularly required to talk or hear; stand and/or walk; bend, stoop, twist, squat, and kneel; and use hands to finger, handle, feel and perform fine motor manipulations. The employee must

JOB DESCRIPTION: Human Resources Generalist

regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Anything over the weight limits should be done as a two-person lift or with a mechanical lift.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors, occasionally working near visual displays. The noise level in the work environment is usually moderate.

*Chief Leschi Schools is an Equal Opportunity /M/F/Affirmative Action/Veterans/Disability Employer, except as provided under the Indian Preference Act.*

**CLASSIFICATION HISTORY**

Duties, responsibilities and minimum qualifications revised by TK 02/2016  
Created new format template by human resources, KH 1/21/16

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*