



MUCKLESHOOT INDIAN BINGO

JOB POSTING



Muckleshoot Indian Bingo is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act.

Per MIB Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol.

JOB TITLE: Human Resources Manager

GAMING LICENSE REQUIRED: Class IIA

GRADE: 23

STATUS: Salaried

SYSTEM TITLE: Human Resources Manager II

POSITION REPORTS TO: General Manager

JOB SUMMARY: The HR Manager II has overall responsibility for the HR function as it relates to all MIB personnel. Under general administrative supervision, performs a variety of HR functions such as employee relations, compensation and benefits administration, development, implementation and administration of human resources programs and employment policies, personnel record-keeping, and compliance with HR laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description may be amended, at any time.

1. Practice, support and promote the Mission, Vision and Values of Muckleshoot Bingo.
2. Maintain utmost confidentiality regarding all information, both written and verbal.
3. Comply with the standard operating procedures of the department.
4. Create, facilitate and maintain a positive work environment.
5. Smile and engage Guests and Employees with a positive professional demeanor.
6. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
7. Oversees both HR and Administrative operations and staff; hires, terminates, trains, evaluates, and disciplines assigned staff.
8. Coordinates the recruitment process (e.g. advertising vacancies, screening applicants, conducting interviews, making recommendations for hire, new employee orientation, etc.) for the purpose of maintaining highly qualified staff; establishes employment procedures and assures consistent application.
9. Consults and advises management on a wide variety of personnel issues for the purpose of assisting in effective decision making and enforcing all relevant policies, procedures, and regulations.
10. Investigates grievances and/or complaints from staff for the purpose of reaching resolutions that provide a healthy work environment.
11. Develops and coordinates the implementation of personnel policies and procedures; assures Tribal compliance with federal, state and local laws, rules and regulations as applicable.
12. Develops, implements, and administers the employee evaluation system; assists in resolving employee performance problems; provides counseling to employees and supervisors regarding work performance problems, education and training, and career development.
13. Provides for and maintains equitable classification and compensation programs by supervising the preparation of classification specifications, obtaining external salary information and maintaining the integrity of the classification and compensation plan.
14. Maintains all personnel files and ensures compliance with all applicable federal, state and regulatory laws.

OPENS: 8/19/19

CLOSES: When filled.



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15. Coordinates and supervises the administration of employee insurance and other benefit programs; ensure comprehensive distribution of information to employees and monitors implementation dates and timelines for accuracy.
16. Monitors budget and performs cost control efforts to ensure efficient use of budget.
17. Maintains the privacy, confidentiality and integrity of organizational, personnel, and management information in accordance with policies and procedures, and in compliance with state and federal regulations.
18. All Supervisors and Managers of MIB must be active in working with Tribal Members when applicable; training tribal members though providing valuable hands-on training and mentorship. Ensures Native Preference is applied when possible.

EXTENT OF JOB AUTHORITY:

NUMBER OF INITIAL DIRECT REPORTS:	4
NUMBER OF INITIAL INDIRECT REPORTS:	0
SCOPE OF MANAGEMENT AUTHORITY:	Manager: May operate with supervisory review over others; maintains some signature authority for minor expenditures within an organizational unit; reports to Director level
HIRING DECISIONS:	Yes
DISCIPLINARY ACTIONS:	Yes
TERMINATION DECISIONS:	Yes

EDUCATION, EXPERIENCE AND TRAINING FOR POSITION (required and preferred):

- Bachelor’s Degree in human resources, public or business administration, employment law, psychology or a closely related field required;
- Plus seven (7) years of professional human resource experience across all HR disciplines, including three (3) years mid-management and supervisory experience over a major function or program;
- Master’s degree preferred; PHR or SPHR Certification preferred.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Demonstrate excellent guest services skills.
- Demonstrate ability to handle multiple tasks simultaneously with speed, efficiency and attention to detail.
- Exhibit ability to work independently with occasional instruction or assistance.
- Demonstrate ability to follow oral and written instructions.
- Demonstrate ability to communicate effectively both verbally and in writing.
- Demonstrate ability to work with confidential information and correspondence.
- Modern principles and practices of comprehensive human resources program development, implementation and administration;
- HRIS software program including data entry;
- Employee classification, compensation and benefits, recruitment and selection, training, and employee relations, discipline and discharge.
- Benefits administration.

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- Proficiently operating a computer and related software.
- Researching data and information, preparing and analyzing statistical and narrative human resources related reports and information.
- Independently carrying out assigned projects to their completion within timelines.
- Communicating effectively verbally and in writing.
- Establishing and maintaining effective working relationships with employees, Tribal officials, community, other Tribal entities and the general public.
- Maintains confidential materials and information.
- Assists in the development and maintenance of records that provide for the proper evaluation, control and documentation of assigned operations.
- Assists divisions in the development of staffing plans; may advise department directors on re-structuring issues.

OPENS: 8/19/19

CLOSES: When filled.