



**San Pasqual Economic Development Corporation  
Position Vacancy**



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| <b>Position Title: Human Resources Generalist</b> | <b>Posting Date: TBD</b>                       |
| <b>Position Reports to: TDB</b>                   | <b>Employment Category: Exempt / Full-Time</b> |
| <b>Department: Human Resources</b>                | <b>Closing Date: TBD</b>                       |

**Position Summary**

The San Pasqual Economic Development Corporation is recruiting for an experienced Human Resources Generalist to provide a full scope of human resources functions for the corporation. The HR Generalist is responsible for providing consulting in all areas of human resources functions of benefits, compensation, employee relations, payroll, leave and recruiting support. Reporting directly to the Economic Development Director, the successful candidate for this position will act as a liaison for enterprises, the corporation and the tribal Human Resources Department.

**Essential Duties and Responsibilities**

- Policy renewals - completing policy renewals for general liability, property and casualty, employee benefits, and workers compensation.
- Develops, updates and maintains the corporation’s Employee Handbook and enterprise policy & procedures.
- Assists with full-cycle recruitment for the corporation and enterprises. Provide assistance with sourcing diverse candidates, conducting applicant screening, scheduling interviews, coordinates job offers, conducting background checks, and managing the on-boarding process. Specifically: advertising job vacancies, preparing job offer letters, processing new hire paperwork and assisting the payroll input data.
- Provides oversight of the payroll process, which includes but is not limited to all payroll changes, and collection, review and calculation of timesheets for entry into the payroll system. Specifically: Payroll- 2 payrolls total. 1 monthly payroll for EDC board members and 1 bi-weekly payroll for EDC staff.
- Conducts market surveys for compensation and classification for the corporation and its enterprises. Develops and implements the Organization’s wage and salary policies in order to attract and retain competent employees. Includes the designing and/or maintaining a job evaluation system, external equity analysis, incentive compensation, and compliance with governmental wage and hour regulations.

- Analyze and recommend benefits programs modifications to facilitate renewals and align with budget. Required to facilitate open enrollment and new enrollments. Specifically: ensuring employees have benefit enrollment paperwork and enrolling them into Kaiser. Benefit Billing- ensures monthly benefit billing is updated and paid. This includes Benetrac, Open Enrollment- working on benefit census and open enrollment with Foy. Maintains effective relationships between corporate management and enterprise personnel.
- Ensure facilities are adequately staffed with appropriate employee resources to optimize business performance. Provide employee support to address employee issues and concerns.
- Conducts investigations or conflict resolution for personnel issues, as necessary. Investigations may stem from recruiting, grievance, and disciplinary actions.
- Provides consulting for performance management and employee evaluations at all enterprises and corporate locations.
- Evaluate, identify and recommend process improvements for the dynamic operations of the corporation and its enterprises.
- Maintains company standards of safety, security and confidentiality.
- Participates in administrative staff meetings and seminars, as required.
- Provides recommendations for employee recognition programs.
- May be assigned other job related duties.

#### **Additional Duties and Responsibilities:**

- Under the supervision of the Executive Director, works closely with the program directors to set the course and direction of the Human Resource functions. Serves as a strategic business leader in establishing and maintaining an engaged and constructive relationship between employees and corporate leadership. Responsible for long-range strategic planning and development of operational plans for the Human Resources Department Responsible for budget development and expense allocation within the Human Resources Department
- Prepares, issues, and periodically updates the Employee Handbook and other policy manuals to ensure consistent application of human resource policies throughout the Organization. Assist management in the interpretation and administration of policy. Recommends policy and procedural updates to the Executive Director. Informs employees of any changes/updates.
- Serves as Affirmative Action/Equal Opportunity Employer Officer.
- Develops and oversees new employee orientation to ensure the smooth and successful transition of new hires into the Organization.
- Maintains legally required and other records on employees and human resource programs and activities. Maintains records and processes government reports as may be required by applicable law or funding source contract (e.g. Equal Employment Opportunity, OSHA, Workers Compensation, and ERISA).
- Keeps current in the field by reading published information and attending seminars, training and conferences.
- Participates in committees both internally and externally and engages in activities to maintain awareness of services available.
- Assures that all services are delivered in a culturally competent manner.
- Attends all mandatory training sessions and meetings as scheduled. Assists and addresses the training needs of the Corporation and employees.
- Attends technical conferences and seminars to stay current on technological advances.
- Performs other duties as necessary to fulfill the responsibilities of this position.

### **Knowledge, Skills & Abilities**

- Knowledge of labor law, and relevant Tribal policies and procedures.
- Knowledge of sound and acceptable HR practices and procedures.
- Knowledge of compensation and classification methodologies.
- Knowledge of employee relations concepts and processes.
- Knowledge of basic HRIS and Applicant Tracking System navigation and reporting principles.
- Skill in mitigation and conflict resolution.
- Skilled at analytical, problem solving and decision-making.
- Skill in coordination of staff, processes, and tasks.
- Ability to demonstrate a sense of urgency to meet deadlines.
- Ability communicate with all levels of employee, both verbally and in writing.
- Ability to function well in a team-oriented environment.
- Ability to focus on detail, while being adaptable and innovative.
- Ability to work independently to solve problems and operate in a multi-tasking environment.
- Ability to deliver friendly, courteous, and prompt customer service.

### **Education & Experience**

- Bachelor's Degree in business-related field preferred.
- 5 years' experience in high-volume human resources environment.
- 5 years' progressively responsible professional human resources experience.
- Human Resources Professional certificate preferred (PHR, SHRM-CP, etc.)
- Experience working with Native American communities a plus.

Individuals who are interested for consideration for the above position should email their resume to [Resume@bluestonestrategy.com](mailto:Resume@bluestonestrategy.com) with "EDC HR Generalist" in the Subject.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.