



## San Pasqual Economic Development Corporation

### Position Vacancy

<b>Position Title: San Pasqual Economic Development Corporation Human Resources Generalist</b>	<b>Posting Date: 11/3/2021</b>
<b>Position Reports to: President/CEO</b>	<b>Employment Category: Full-Time</b>
<b>Department: Human Resources</b>	<b>Internal Closing Date: Open until filled</b>

**Position Summary:** The **San Pasqual Economic Development Corporation** is looking for an experienced Human Resources Generalist. Responsible for the daily functions of the Human Resources department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

#### **Principal Duties and Responsibilities:**

- Performs routine tasks required to administer and execute human resources programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Implements new hire orientation and employee recognition programs.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, and certifications.
- Acquires background checks, drug testing and employee eligibility verifications.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with tribal employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and tribal employment law.
- Performs other duties as assigned.

### **Education, Experience, Qualifications and Skills:**

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- Five years of Human Resources Generalist experience.
- SHRM-CP a plus.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of tribal employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS.

**The San Pasqual Band of Mission Indians are of the Kumeyaay people, is a community of 1,500 residents near Valley Center. Indigenous to Southern California, the Kumeyaay-Ipai Band returned to settle in what is now San Diego and Imperial counties.**

**The San Pasqual Economic Development Corporation (SPEDC) operates the Horizon Fuel Center and the Native Oaks Golf Club along with seeking other economic development opportunities to build sustainable self-sufficiency.**

**SPEDC offers a competitive benefits package.**

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time. Selected candidate must pass pre-employment background investigation and drug/alcohol screen. Preference will be given to qualified Native Americans under the San Pasqual Tribal Employment Rights Ordinance (T.E.R.O).*

***Individuals who are interested in consideration for the above position should email their resume to [SPEDCCareers@sanpasqualedc.com](mailto:SPEDCCareers@sanpasqualedc.com) or submit resume to PO Box 10, Valley Center, CA 92082.***