



Klamath Tribal Health & Family Services

3949 South 6th Street
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290

HR Fax: (541) 273-4564

OPEN: 03-15-2019

CLOSE: 03-29-2019

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION:

HR GENERALIST (RECRUITMENT)

RESPONSIBLE TO:

Human Resource Director

SALARY:

GS-7 \$34,137- \$44,371 Full Benefits

GS-8 \$37,810 - \$49,615 Full Benefits

GS-9 only for employees with 10+ years of service

CLASSIFICATION:

Non-Management, Regular, Full-Time

LOCATION:

Klamath Tribal Health & Family Services
3949 South 6th Street
Klamath Falls, OR 97603

POSITION OBJECTIVES

The primary purpose of this position is to perform, under the direction of the HR Director, the full range of Human Resource duties with a focus on general recruitment and selection. The position is responsible for accurate and timely data entry into the HR electronic file system (KOSS). The Human Resource Generalist may handle other aspects of the Human Resource Department including, but not limited to preparing and processing personnel transactions and providing support to Human Resource staff.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assist with the day to day efficient operation of the Human Resources Department. This includes, receiving and greeting visitors and staff; receiving and relaying incoming and interoffice telephone calls; answering routine and procedural inquiries and referring other matters to the supervisor and/or appropriate staff members.
2. Process a full range of transactions, including a significant proportion of those of a difficult or complicated nature. This includes, but is not limited to Personnel Actions, Unemployment Insurance Claims and other HR documents.

3. Required to accurately input data into the employee database system (KOSS). Ensure all employee personnel action requests are properly authorized; verify all data and coding. Ensure attached documentation is accurately filed as attachments in the KOSS system and distributed to proper staff in a timely manner.
4. Coordinate the recruitment of Klamath Tribal Health and Family Services' vacant positions. Establish and maintain job files for open positions. File and record all job applications that are submitted for open positions in the KOSS system.
5. Identify and report to the HR Director any issues relating to the recruitment and selection process. Provide a monthly report to the HR Director with a list of all open positions, interviews held during the month, the number of applicants interviewed, and number applicants hired.
6. Request required documentation from applicants, if not provided with application.
7. Prepare reference checks on all applicants selected for interviews, ensuring references checks are fully completed; required to have a minimum of three personal references on selected applicant.
8. Prepare and mail non-selection letters to non-selected applicants when positions are filled.
9. Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, etc.
10. Run OREGON DMV checks, and enter Oregon Driver license into the DMV online automated tracking system. Ensure Finance is provided the information necessary to add employees who use GSA vehicles to the Tribal vehicle insurance policy.
11. Ensure screening panels are set and properly notified. Set interview appointments and prepare interview binders. Provide assistance to the Screening/Interview Panel throughout the selection process, ensuring Tribal policies are adhered to.
12. Notify the individual selected for the position. Send offer letter, background, A&D testing and orientation instructions to selected applicant.
13. Responsible for ensuring I-9 documentation is filed in KOSS and in the I-9 binder.
14. Responsible for completion and submission of the required Oregon New Hire Reporting form, due on the first of each month.
15. Ensure the most current position description is in each active employee's personnel file in the KOSS system. Update in the KOSS system and send a copy of the position description to the employee when there are any changes made to a position description.

16. Provide to supervisors the documents required for employee performance evaluations; ensure required timelines are met and appropriate documentation is on file. Send appropriate forms to supervisors for completion of their staff evaluations at the beginning of the month in which the evaluation is due. Track evaluations; report to supervisor and General Manager any evaluations that are not received within the policy required timeframe, for action by General Manager as per policy.
17. Conduct exit interviews and prepare separation forms for employees leaving employment; ensure that necessary employment termination paperwork is completed. Coordinate with the Assistant HR Director to end benefits on effective date.
18. Develop and maintain relationship with employment agencies, universities and other recruitment sources. Participate in Career Fairs representing Klamath Tribal Health.
19. Assist with the New Hire Orientation, as necessary.
20. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

The immediate supervisor is the Human Resource Director. Work is normally assigned in terms of objectives to be achieved using standard program procedures. The employee carries out detailed instructions given on complicated assignments. Work is reviewed from draft through final for accuracy and completeness. Employee seeks guidance on unusual or difficult matters.

After initial training, recurring assignments are completed independently. Completed work is spot checked for accuracy, adequacy and timeliness, and compliance with policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of an extensive body of rules, policies, procedures and operations relevant to the preparation, processing and examination of personnel documents.

Knowledge of Tribal and applicable Federal laws, regulations, decisions, guidelines, etc. relating to rules, regulations and procedures.

Must be able to identify and resolve problems in a timely manner.

Knowledge of the Privacy Act and the Freedom of Information Act.

Knowledge of employment authorities required for coding personnel documents.

Practical knowledge of the Tribal organizational structure and functions of each department.

Knowledge of the procedures used by the Tribes and personnel to prepare and process personnel documents and maintain records.

Ability and skill to perform work in a detailed, accurate, timely, efficient and confidential manner.

Excellent computer skills, including Word and Excel in a Microsoft Windows environment. Emphasis will be on accuracy and attention to detail.

Excellent knowledge of grammar, spelling, and punctuation skills. Attention to details.

Knowledge of proper format for letters and other documents in accordance with instructions.

Knowledge and ability to establish and maintain an effective filing and records management system.

Ability to communicate orally and in writing. This person should be able to express her/himself in a clear and concise manner for the purpose of general correspondence, preparing and delivering reports, taking messages and providing information.

Ability to function effectively under pressure of time and/or demands of several tasks, by effectively planning, organizing and prioritizing workload.

Good public and interpersonal relationship skills. This person should be able to meet with a variety of individuals in a professional manner, using tact, diplomacy, and mature judgment.

Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities of the Human Resource Office and Klamath Tribal Health & Family Services. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Knowledge of the importance and the ability to **maintain strict confidentiality of all personnel records and program information.**

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have experience in recruitment and selection hiring processes. Consideration will be given to a combination of two years of relevant work experience, training and education.
- **REQUIRED** to type/keyboard a minimum of 30 wpm with accuracy. Certification of typing/keyboarding ability is required. *(Must submit a certified 3-5 minute test with application; test may not more than 6 months old.)*
- **REQUIRED** to have experience in computer/word processing, specifically Microsoft Word, Power Point, and Publisher.
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.

Preferred Qualifications:

- Associates Degree in Human Resources, Business Administration, or related field
- Possess a tribal human resource professional (THRP) certification, through NNAHRA or other human resource certification (SHRM/HRCI)
- Experience with record management is preferred
- Experience with spreadsheet and database programs is preferred

Indian Preference:

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services
ATTN: Human Resource
3949 South 6th Street
Klamath Falls, OR 97603**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.