



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) 851-3985

**Open: 03/01/2024
UNTIL FILLED**

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|------------------------|---|
| POSITION: | DEPUTY HUMAN RESOURCE DIRECTOR |
| RESPONSIBLE TO: | Human Resource Director |
| SALARY: | Step Range: 27 (\$59,435) – 46 (\$104,220); Full Benefits |
| CLASSIFICATION: | Professional/Management, Full-Time, Regular |
| LOCATION: | Klamath Tribal Health & Family Services 3949 South 6 th Street Klamath Falls, OR 97603 |
| BACKGROUND: | Comprehensive |

POSITION OBJECTIVES

The Deputy Human Resources Director is vital in shaping the organizational culture, developing and implementing Human Resources policies and programs and fostering a positive and inclusive work environment for all employees. The work will be diverse and may include a number of personnel related projects which are often of a unique or complicated nature. The primary purpose of this position is to provide day to day oversight of the full range of duties in the major areas of human resource management; including regulatory and policy compliance, technical advice, professional recruitment and selection, employee records management (Human Resource Information System) oversight, employee relations, technical assistance on comprehensive and complex personnel issues, and training. Implements comprehensive Self-Insurance Plan which includes a health, life, disability, 125 cafeteria plan and a retirement 401(k) program.

The Deputy Human Resource Director is responsible for the direct supervision of the Human Resource generalists. The Deputy Human Resource Director reports to the Human Resource Director.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for ensuring compliance with The Klamath Tribes Employment Ordinance, Tribal Resolutions, Tribal personnel policies and procedures, Indian Preference and other applicable laws.
2. Provide supervisory responsibilities for the Human Resource staff including, but not limited to, overall work planning, work schedules and priorities. Discuss progress and problem areas as they arise. Recommend employee status and other personnel changes, approve leave, evaluate performance, identify training needs and ensure that training opportunities are provided; including a succession plan for future staffing needs. Resolve complaints or minor grievances and keep employees informed of management policies and goals.
3. Monitor KTHFS evaluation due dates for timely completion of performance appraisals and ensure all recommended pay increase are in line with policy.
4. Maintain accurate and up-to-date human resource information on file. Ensure data contained in the electronic system is complete and accurate. Responsible for maintaining a high level of confidentiality of all personnel records.
5. Research and provide advice and guidance to Klamath Tribal Health & Family Services' supervisory staff in the application of a wide variety of rules and regulations governing the technical aspects of personnel actions, benefit requirements, and compensation. Provide procedural advice concerning the application of laws, policies, and regulations; anticipate and identify interrelated problems and search for solutions. Coordinate human resource information with quality improvement goals to ensure compliance with accreditation and quality utilization standards.
6. Implement employee benefits plan, including, but not limited to the medical/dental/life plan, disability, life, 401(k) retirement plan, 125 Cafeteria Plan, and coordination of any supplemental group insurance coverage. This includes coordinating and managing the annual enrollment process, new hire enrollment, benefit changes and working closely with employees and the finance department to ensure accuracy of data. Work closely with the HR Director, Health General Manager (HGM) and other team members for annual employee benefits package changes and recommendations.
7. Maintain current information for the recruitment and retention of licensed professional health employees, regarding laws, rules, and regulations pertaining to the Commission Corp., Indian Health Service, 638 and licensure of employees.
8. Manage the Professional Recruitment process for those positions identified as requiring a license or are hard to fill.

9. Leads and contributes to employee orientation, onboarding and separation process.
10. Ensure all required background investigations are completed on those employees whose positions require clearing a Criminal Record Background investigation. Adjudicate the results of the investigation when received from the investigation agency. Escalate to HR Director as needed.
11. Responsible for ensuring that prompt investigations of employee complaints or concerns are conducted as required. Escalate to the HR Director as needed.
12. Assist employees and managers with correcting employee relationship issues. Provide procedural advice concerning the application of laws, policies and regulations; anticipate and identify interrelated problems and search for solutions.
13. Monitor and advise supervisors in the disciplinary process. Review disciplinary actions prior to disciplinary meetings to ensure that action is in line with policy and past practices. Attend disciplinary meetings, as necessary, inform employee of those actions which are subject to the employee grievance process.
14. Assist employees and supervisors through the grievance process should employees choose to challenge a disciplinary action or file complaints on employment issues. Maintain and organize the grievance procedures and files. This includes but is not limited to, ensuring all timelines and processes are met for each step, provide appropriate forms to employee/supervisor/health general manager, notification of the grievance committee; maintenance of grievance files, draft and final preparation of memos, letters and other related information related to the grievance procedure.
15. Process and monitor all Workers Compensation claims, Family Medical Leave request and Short and Long-Term Disability claims; report as required by established procedures. Serve as the Klamath Tribal Health & Family Services representative on Unemployment Claim Hearings.
16. Develop and administer special projects in the human resource area.
17. Provide monthly and annual reports on Human Resource activities, significant events, staff trainings and employee data to HR Director.
18. Serve as an active member of the Managers Meeting and other assigned committees/teams. Participate in administrative staff meetings and attend other meetings and seminars as directed.
19. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as

aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The Deputy Human Resource Director reports to the Human Resource Director. The Deputy Human Resource Director directly supervises the Human Resource Generalists.

The Deputy Human Resource Director works independently, resolving normal conflicts according to established procedures and past experience. Employee exercises initiative in researching answers and solving problems based upon previous training, experience and instructions. Unusual, new, or complex assignments that require deviation from past experience or precedents are discussed with supervisor.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge or ability to learn Klamath Tribal Health & Family Services organization and functions of the Human Resource Department in order to provide the technical personnel advice and service where an understanding of the total work is needed.

Knowledge of the rules regulations, and procedures used to accomplish various personnel functions including classification, staffing, employee benefits, and employee relations.

Knowledge or ability to learn licensure procedures, laws and regulations for health professional employees.

Knowledge of employee benefit programs' rules, regulations, procedures, content, options, etc.

Ability to establish and maintain effective personal relationships in a work situation with supervisor, co-workers, and the public. Must be able to communicate well with people of different managerial, economic, cultural, ethnic, and educational backgrounds.

Ability to use sound judgment in establishing work priorities requiring successful completion of organizational goal; ability to handle heavy workload to meet objectives.

Knowledge of or ability to learn Klamath Tribal Health & Family Services employment policies and procedures and Federal Laws that pertain to Tribal organizations.

Ability to communicate both verbally and in writing, in a clear and precise manner in order to convey information as well obtains pertinent information.

Skill and ability to operate computer and use various computer software. Ability to perform work in a network environment.

Ability to perform complex work, paying close attention to detail to ensure accuracy, able to meet deadlines.

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** Tribal Human Resource Professional (THRP) certification, through NNAHRA or other human resource certification (SHRM/HRCI)
- **REQUIRED** to have at least three years of experience, (*in addition to the experience substituted in the first requirement*), working in Human Resources which demonstrates progressively responsible management experience in the area of personnel, compensation, employee benefits plan and administration.
- **REQUIRED** to have two years of progressively responsible experience in an administrative capacity, including a minimum of two years of direct staff supervision; at least one year of experience must be directly managing programs.
- **REQUIRED** to have computer/word processor experience. Must be proficient with word processing, spreadsheet and database software programs.
- **REQUIRED** to have the ability to make decisions, exercising judgment based upon previous training, experience, and instructions.
- **REQUIRED** to be responsible, dependable, and maintain strict confidentiality of information.
- **REQUIRED** to have good communication and interpersonal skills.
- **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.
- **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 accept the responsibility of a **Mandatory Reporter** in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Previous experience in administration of employee benefit plans
- Previous experience in healthcare organizations

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
Jobs@klamathtribalhealth.org

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.

Employee Signature

Date

Supervisor Signature

Date