

JOB DESCRIPTION

Job Number - 027

<i>POSITION:</i>	Operations/Human Resource Director
<i>COMPENSATION:</i>	\$59,000 to \$63,000, Depending on Experience
<i>SUPERVISOR:</i>	Executive Director
<i>JOB SITE LOCATION:</i>	Eureka, CA

REQUIREMENTS: Must have Bachelor's degree in Human Resources management, Business Administration or a related field; or four years related experience and/or training; or equivalent combination of education and experience. Applicant must have ability to read, analyze, and interpret complex documents. Operations Director must have ability to respond effectively to the most sensitive inquiries or complaints. Must have the ability to establish and maintain effective working relationships with fellow staff members. Knowledge of HR functions (pay & benefits, recruitment, training & development etc.) and use of Microsoft Office is essential. Maintain communication and safety procedures for all NCIDC satellite offices, including staff on-boarding. Understanding of labor laws and disciplinary procedures. Background in local, state, and federal health and safety guidelines and procedures. Ability to oversee the safety of all employees, make sure all projects are up to code, and provide advice and recommendations for safety improvements.

RESPONSIBILITIES: Operations Director performs the following tasks:

Commercial Building Operations:

- Supervise building maintenance/janitorial staff and tasks.
- Respond to tenant needs and requests.
- Responsible as primary contact for building maintenance and janitorial vendors plus maintaining necessary supplies for ongoing building operations.
- Other duties as assigned.

Human Resources:

- Serve as a link between management and employees by fielding questions, interpreting, and helping to resolve work-related issues in a professional and timely manner.
- Ensure compliance with corporate policy, fair employment practices and government regulations, including planning, organizing, directing, controlling and coordinating personnel, and labor relations activities.
- Provide information and training to employees about company policies, job duties and job safety, working conditions, wages, opportunities, employee benefits.
- Create, improve, and monitor new hire packets to ensure legislative compliance.
- Administer new hire orientations, disciplinary/counseling actions, and terminations.
- Ensure proper documentation maintained in corporate personnel files, including maintaining documentation organization for hires, performance, and time and attendance.
- Conduct investigations on employee relations issues: Sexual Harassment, Grievances, Safety, etc.
- Ensure all legal postings are accessible and posted according to legislative compliance.
- Other duties as assigned.

Safety:

- Provide general guidance, direction, advice and regulatory requirements in all areas of occupational safety and health.
- Maintain OSHA documentation MSDS Binders and Chemical Lists.
- Ensure regular safety meetings are conducted with documentation and organization.
- Coach and educate all levels of management and employees on environmental safety and health regulations.
- Identify, report and provide solutions for employee safety programs, regulatory compliance and employee health issues.
- Key contact for safety inspections.
- Receive and review all field safety meetings. Complete reports as directed.
- Review all post-accident investigations and near misses for process and procedural improvements and follow-up with management.
- Responsible for the timely and accurate completion of Worker's Compensation Claims and Reports with proper processing protocols and follow-up on claims.
- Ensure all legal postings are accessible and posted according to legislative compliance (Liability Policies, OSHA 300 Log, Etc.).
- Other duties as assigned.

REQUIRED SKILLS/ABILITIES:

- Excellent communication skills, both written and verbal.
- Professional demeanor with both staff and vendors
- Ability to ensure absolute privacy and respect when dealing with sensitive matters

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to stand, walk, sit, climb stairs, use hands and fingers, handle or feel. Be able to reach with hands and arms, and talk and hear. The employee must occasionally lift and/or move up to 45 pounds. Ability to drive long distances. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES AND LICENSES: Valid California Driver's License, clean DMV record, valid vehicle insurance, CPR/First Aid Certification (or willingness to obtain if able). Verification of COVID-19 vaccination, or submission of a valid accommodation request that meets State and Federal law and requirements.

WORK ENVIRONMENT: The noise level is usually moderate.

ACKNOWLEDGMENT:

Applicants should read the job description and fully understand the requirements set forth therein. Applicants offered a job agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of their ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or work

*NORTHERN CALIFORNIA
INDIAN DEVELOPMENT COUNCIL, INC.*
241 F STREET • EUREKA, CALIFORNIA 95501 • (707) 445-8451 • WWW.NCIDC.ORG

environment change. I further understand that my employment is at-will and thereby understand that employer may terminate the employment relationship at any time, with or without cause.

Native American Hiring Preference will be given to qualified American Indians per Policy Statement 915.027 on Indian Preference under Title VII.