

PYRAMID LAKE PAIUTE TRIBE

JOB ANNOUNCEMENT

JA25-062

HUMAN RESOURCES MANAGER

Pyramid Lake Tribal Administration, Nixon, Nevada
\$66,060.80 - \$72,841.60; Exempt Status, Full-Time
Class: 501, Grade: 21, Steps: 1-3 Neg.

Date Re-Posted: 03/03/2026

Date Closes: 04/03/2026

DEFINITION: Responsible for overall personnel management which includes recruitment, employee relations, employee benefits program, salary administration, worker's compensation, grievance and appeal system, and personnel records management. Performs other administrative duties involving personnel management and special projects as assigned.

DUTIES & RESPONSIBILITIES:

- Perform daily personnel administration including records management, application & selection, attendance & leave, classification, conduct & discipline, drug-free workplace, Employee Assistance Program, employee grievance & appeals, pay plan administration, personnel administrative procedures, referrals & appointments, and training/career development.
- Coordinate position planning, recruitment, and interviews. Conduct local, regional, and national recruitment; determine appropriate markets for qualified applicants and outreach efforts.
- Coordinate background investigations and employee reference checks as necessary.
- Review personnel actions to ensure compliance with established policies and procedures. Coordinate payroll processing and record keeping. Certify new hires, appointments, promotions, terminations, and all other personnel actions to the Finance Department's payroll section.
- Conduct and certify initial orientation for all new employees. Conduct exit interview with employees leaving Tribal service.
- Maintain centralized Personnel Records and Information System. Manage confidential files and official personnel records, including controlling access to files, maintaining required records for various entities, providing confidential information to authorized parties upon receipt of appropriate written authorization, and ensuring that all files are complete with required documentation.
- Direct the preparation and distribution of timely employee performance evaluations/appraisals. Follow up on past due evaluations with supervisors.
- Conduct regular staff meetings to provide training in new personnel procedures, providing a forum to discuss personnel procedural problems and clarify related personnel matters of interest.
- Advising department management on a variety of complex employee issues requiring an in-depth knowledge of personnel practice procedures, laws and regulations. Interpret policies and aid departments and employees regarding policies and procedural implementation.
- Coordinate the drug testing policy for pre-employment, random, reasonable suspicion and post-accident drug and alcohol screening. Implement and enforce the established procedures.
- Administer employee benefit packages and plans, including but not limited to health insurance, life insurance, retirement, and credit union. Coordinate benefit orientations, enrollments, changes, termination, and claims processing. Compose correspondence to employees for notification of benefit eligibility.
- Review classification requests based on comparability studies and recommended appropriate action based on results. Participate in wage and benefit comparability surveys as requested from other entities. Assist program staff with wage comparability and research of comparable positions.
- Maintain classification system by entering changes and new positions into the system. Audit printouts to ensure the accuracy of position control and recommend revisions as necessary.
- Monitor developments and legislation related to personnel matters and recommend and implement policy and procedural improvements. Update Personnel Policies and Procedures Manual and Employee Handbook.

DUTIES & RESPONSIBILITIES (Cont'd):

- Make recommendations to the Tribal Personnel Committee relative to the Tribal Personnel Policies and Procedures Manual and maintenance of the classification system. Review and recommend revisions and amendments.
- Provide monthly activities report to Personnel Committee and Tribal Council. Attend Tribal Council meetings to present classifications, resolutions, and other recommendations of the Personnel Committee. Coordinate final interviews by the Tribal Council for management and other positions as required.
- Compile and submit timely periodic and special personnel reports as required by state and federal agencies, such as new hiring, OSHA, etc.
- Coordinate the employee grievance process from beginning to end, including but not limited to scheduling hearings, notifying all parties involved, identifying timelines and due dates, documenting grievance, and maintaining original grievance file, custody, and confidentiality.
- Prepare and administer a program budget for department operations.
- Supervise subordinate staff and train in program functions, policies, and procedures.
- Perform other administrative, personnel management and special projects or duties as required.

MINIMUM QUALIFICATIONS:

- Knowledge of the principles of personnel management, supervision, organization development and administration; personnel record keeping, practices and filing systems; methods and techniques used in recruitment and selection, equal employment opportunity, classification, job analysis, compensation and benefits administration, and employee/organizational development; administrative principles and methods, including goal setting, program and budget development; Indian Civil Rights Act, Indian Preference in hiring, Fair Labor Standards Act, Privacy Act, Drug-Free Workplace Act, Worker's Compensation, COBRA, and other laws/regulations applicable to employment in a Tribal organization; current trends in public personnel administration.
- Skilled in effective interviewing techniques to obtain sensitive information or obtain information from resistant individuals; dealing constructively with conflict and developing consensus; selecting, supervising, training and evaluating subordinates; planning, organizing, reviewing, and evaluating a centralized personnel services program; exercising sound independent judgment within general policy guidelines and legal constraints; representing the Tribe effectively in meetings with others; preparing clear, concise and accurate reports, correspondence and other written materials; interpreting and applying rules, regulations, and policies.
- Ability to operate a personal computer and working knowledge of word processing, database and spreadsheet software packages; interpret applicable laws, rules and regulations to make determinations and recommendations on policies and procedures; conduct job analysis and develop job descriptions according to classification procedures; assess information and arrive at appropriate course of action; maintain confidential information; establish and maintain effective working relations with Tribal officials, department heads, employees and other contacted in the course of work; effectively express oneself in oral and written communications; proofread for discrepancies and maintain a high degree of attention to detail; give/follow oral and written instructions and follow through on all work assignments; plan/organize work to completeness in the most efficient manner and meet required deadlines; provide leadership and assistance to others in a positive, effective manner; plan, direct and coordinate the work of subordinates; interact with a variety of personalities and be skilled in constructive conflict resolution.
- Must possess a valid Nevada State Driver's License and be insurable under the Tribe's vehicle insurance policy.
- Must favorably pass a character background investigation.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in human services, Business Administration or Public Administration, and/or three years of experience in personnel management in a Tribal organization or governmental entity or any combination of training, experience or other preparation which would indicate possession of the required knowledge, abilities and skills required for this position. At least two years of supervisory experience.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, Extension 1120.

[Human Resources - Pyramid Lake Paiute Tribe \(plpt.nsn.us\)](http://plpt.nsn.us)

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.

