YUROK AGRICULTURAL CORPORATION-JOB DESCRIPTION
Human Resource Manager

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Human Resource Manager</th>
<th>Job Grade</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Human Resource</td>
<td>Location:</td>
<td>Blue Lake/Arcata</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Human Resource Director and/or CFO</td>
<td>FLSA Status</td>
<td>Non Exempt</td>
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| Salary Range     | $22.84-29.80 |

**POSITION SUMMARY:**

The HR manager serves as the authority on HR policy and development and reports to the Chief Financial Officer. The HR manager provides all aspects of the personnel program including benefits administration, recruitment, training, staffing, health and safety, labor relations, and employee relations.

**DUTIES AND RESPONSIBILITIES:**

1. Provides supervision, coordination and direction for staff members who perform personnel functions in the absence of the Director.
2. Provides technical guidance to Personnel staff on procedures, regulations, and new instructions.
3. Provides technical guidance and assistance to directors, program managers, and supervisors and instructs personnel in regulations or procedures related to staff responsibilities.
4. Assist with recruitment as needed. This involves working closely with supervisors to insure all necessary recruitment documentation is accurate and to also determine best method of advertising for the position opening.
5. Provides full range of advisory services to employees on their rights and entitlement to employee benefits such as health benefits, life insurance, workers compensation, and Employee Assistance Program.
6. Reviews position descriptions for adequacy and accuracy. Provides assistance to management in restructuring individual positions and in preparing position descriptions.
7. Responsible to assists Directors, program managers and supervisors in identifying and resolving conduct and performance problems of subordinates. Verifies and analyzes facts and issues relative to disciplinary action. Researches regulations and recommends course of action to supervisor.
8. Ensures that guidance is provided to supervisors in planning job-related career development activities for the employees.
10. Submit and review reference/background checks for employment screening in accordance with tribal policies and federal guidelines.
11. Conduct employee exit interviews.
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12. Develop training material to provide instruction to employees on personnel law such as sexual harassment, personnel policy manual, etc. Conducts employee orientations and seeks, schedules, and conducts training. Monitors training for effectiveness.

13. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Performs the full range of supervisory duties and responsibilities in the absence of the Human Resource Director.

MINIMUM QUALIFICATIONS:

1. Ability to plan and schedule workload independently.
2. Must have the ability to interpret the Tribal policies, State, Federal and other governmental rules, laws and regulations.
3. Highly skilled in human development with ability to motivate and empower others and ability to relate positively to diverse people in a variety of situations.
4. Must have proficient computer skills.
5. Must have supervisory experience.
6. Highly skilled in communication both in writing and verbally.
7. Must possess management and executive level knowledge and ability. Extensive administrative experience is required.

EDUCATION/EXPERIENCE:

Bachelor Degree in Personnel Management or Human Resource and one year experience in personnel administration.

Equivalent combinations of education and experience will be considered for this position.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to YAC’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
4. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
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5. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.

6. VISION REQUIREMENTS:
   • Close vision (clear vision at 20 inches or less).
   • Color vision (ability to identify and distinguish colors).
   • Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   • Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _______________________________ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_________________________________________  ________________  ___________
Employee Signature                      Date                      Employee #

_________________________________________  __________
Supervisor Signature                     Date