



**PYRAMID LAKE JR. /SR. HIGH SCHOOL**  
**P.O. Box 267 - 711 State Street**  
**Nixon, Nevada 89424-0267**  
**Phone: (775) 574-1016 ❖ Fax: (775) 335-1047**



## **JOB ANNOUNCEMENT**

**Open Date: March 18, 2024**

**Closing Date: April 17, 2024**

**Position:** Human Resources Manager  
**Where:** Pyramid Lake Jr./Sr. High School, 711 State St., Nixon, NV 89424  
**Salary:** \$29.63 - \$31.44 per hr; Full-time 40 hrs. per week; Exempt; Step 1-3  
Depending on Experience  
**Supervisor:** Principal

### **Scope of Position:**

Provide personnel management for the day-to-day operations of the School's Human Resources Department to ensure the efficient delivery of the recruitment, hiring, staff retention, salary process and the accuracy of employee data records including benefit packages and oversight of the background investigation program. Assist management by reviewing and maintaining Policies and Procedures for Human Resources in compliance with applicable laws and regulations. Coordinate with the Administration and others to provide customer focused and effective service to achieve the organization goals and objectives.

### **Duties & Responsibilities:**

- Provide oversight of the daily operation and administration of the School's Human Resources Department, to ensure performance of daily personnel administration including records management, application & selection, attendance & leave, conduct & discipline, drug-free work place, Employee Assistance Program, employee grievance and appeals, referrals & appointments.
- Review and recommend revisions to Policies and Procedures to ensure compliance with applicable regulations and laws governing the Pyramid Lake Jr./Sr. High School;
- Develop and review school job descriptions based on current school operations for efficient and effective delivery of services;
- Ensure proper labor relations and conditions of employment are maintained and develop procedures as needed;
- Identifies staff development and training needs and ensures that training is available;
- Participate in such activities as the classification of positions, preparation of class specifications, job analyses, preparation of examinations, evaluation of applicants, research, test validation, compensation studies, labor relations, recruitment and manpower forecasting and ensures procedures are in place;
- Work in conjunction with the Finance Director to draft a needs assessment for annual budgeting of employees based on current employment trends and school needs;
- Arrange or conduct the orientation for new employees or rehires;
- Develop training materials such as training handbooks, demonstration models, and reference materials to ensure an efficient human resources program for staff development;

### **Duties & Responsibilities CONT'D:**

- Review current personnel files and meet with staff to ensure compliance with laws governing human resources, i.e., FLSA, COBRA, Equal Employment Opportunity, and the Indian Preference Act, etc.;
- Develop and maintain records retention schedule and ensure electronic records comply with applicable laws;
- Advise department management on a variety of complex employee issues to ensure compliance with applicable laws/regulations. Interpret policies and provide assistance to departments and employees regarding policies and procedural implementation.
- Keep current on issues and matters related to the Human Resources department and informs management of compliance issues and recommends resolution;
- Reviews current computerized human resources system for accuracy of employee data related to background, education, payroll and benefit information;
- Develop and maintain all required human resources forms;
- Conduct investigations of complaints in a timely manner pursuant to board policy;
- Maintain new hire process and procedures to remain current with applicable New Hire regulations;
- Maintain an efficient and effective Human Resources Department for the School;
- Represent the School in personnel matters and ensure compliance with applicable laws and regulations;
- Submit a monthly report to the Board of Education and provide updates to the Principal;
- Develop recruitment plans, draft job announcements; participate in outreach activities, including job fairs; prepare and place advertising as needed to receive a wide array of applicants or to create a job pool;
- Develop and provide liaison services for employees regarding worker's compensation; coordinate early return to work and modified duty; complete necessary forms, monitor lost time and arrange for FMLA to run concurrently or as needed;
- Administer employee benefit packages and plans, including but not limited to health insurance, life insurance, retirement. Coordinate benefit orientations, enrollments, changes, terminations and claims processing. Compose correspondence to employees for notification of benefit eligibility.
- Manage, coordinate and provide oversight of the background investigation program and reference checks as necessary.
- Prepare an annual budget to cover expenditures of the Human Resources office and provide input into the annual Administrative budget, i.e. staffing, training needs;
- Prepare annual report(s) as required under the Affordable Care Act and ensure compliance with IRS;
- Compile and submit timely periodic and special personnel reports as required by state and federal agencies, such as new hiring and OSHA.
- Review and process Unemployment Claims filed to ensure prior employee files correct separation information and prepare statements to dispute claims as required;
- In conjunction with the Finance Director, coordinate annual employee insurance plan;
- Establish procedures to implement benefit enrollment for all eligible employees;
- Direct the preparation and distribution of timely employee performance evaluations and annual performance evaluations. Follow up on past due evaluations with supervisors.
- Supervise subordinate staff and train in program functions, policies and procedures.

### **Duties & Responsibilities CONT'D:**

- Manage, supervise and 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.
- Performs other related work as required.

### **Required Skills & Knowledges:**

Knowledge of Federal, state and local laws pertaining to personnel administration and various compensations and benefit plans; compliance and implementation of benefits under the Affordable Care Act; practices and procedures specific to Human Resources; relevant computer hardware and software applications; employee practices and related laws, rules and standards, including equal employment opportunity, policies and procedures, Indian Civil Rights Act Preference in hiring, Fair Labor Standards Act, Privacy Act, Drug-Free Workplace Act, Worker's Compensation, COBRA and other related laws, practices and general knowledge of a Tribally Controlled School within a Tribal Organization.

Ability to communicate effectively verbally and in writing; speak effectively before groups of employees and respond to questions; effectively and efficiently provide customer service; handle stressful situations in a professional manner; establish and maintain effective working relationships with co-workers, supervisors, other department/offices and other agencies; analyze and appraise facts and precedents in making management decisions; develop procedures and methods; interpret and apply laws, rules and regulations and organize, evaluate, and present information effectively, both verbally and in writing.

Must possess a valid Nevada State Driver's License and be insurable under the Schools vehicle insurance policy. Must favorably pass a background investigation.

### **Educational & Special Requirements (Degree/Licenses):**

This position requires: High School diploma or equivalent with an Associate degree, from an accredited university or equivalent in Human Resource Management and/or Business Administration; at least five (5) years' 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 three (3) years of supervisory experience and knowledge and experience with Tribal Backgrounds and managing a Tribal Background Program.

You may contact Human Resources at (775)574-1016, Ext. 1005 for more information and to obtain an application. The High School must receive the completed applications & required attachments on the closing date before 3:30 p.m. All applicants are required to comply with our Drug-Free Workplace Policy and are subject to further drug & alcohol testing throughout their employment. All employees must comply with the High School's background investigation as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25U.S. Code Section 472 and 473). Consideration shall be given to non-Indian applicants in the absence of qualified Indian Preference. The Pyramid Lake Jr./Sr. High School is operated under the Tribally Controlled Schools Act of 1988. Pyramid Lake Jr./Sr. High School is required to comply with the Federal regulations pertaining to the attainment and maintenance of a drug-free workplace outlined under the Drug-Free Workplace Act of 1988. An offer of employment with the Pyramid Lake Jr./Sr. High School will be contingent on the applicant's ability to pass a pre-employment drug/alcohol test. The selected applicant/contractor shall adhere to a background check (Section 3 Human Resources, 3.36 Personnel Hiring).