



**Job Title:** HR Generalist  
**Department:** Human Resources  
**Reports to:** Human Resources Director  
**FLSA Status:** Exempt  
**Salary Grade:** \$30.48 – \$42.67  
**Location:** Eugene

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen, Criminal, and Character Background Check.

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### **SUMMARY OF MAJOR FUNCTIONS**

Under the direct supervision of the Human Resources Director, this position is the primary contact for many Human Resources programs and processes and works on HR objectives in support of the Tribe's vision, values and strategic plan. In concert with others with the same title, the HR Generalist will run the daily functions of the Human Resource department including benefits administration, various types of benefits-related leaves, policy application and employee relations. The HR Generalist's work is typically divided between benefits administration (60%), employee relations and other generalist work (40%).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Administers employee benefit programs and manages employee benefit enrollment (medical, life, short and long-term disability, 401(k) and flexible spending accounts). Maintains updated employee benefit rate data in various systems and notifies newly eligible employees of enrollment periods. Assist employees in resolving benefit inquiries or issues.
2. Coordinate annual open enrollment by developing a robust communication campaign to announce plan changes. Update HRIS to support all changes. Proactively work with staff to ensure a thorough understanding of options available to them.
3. Manage incident reports and workers' compensation claims including developing light duty work in a return-to-work program. Work with the WC vendor on claim response and management.
4. Enter benefit information into the HRIS and manage ACA module for proper 1095-C processing.
5. Communicates with staff and management about requirements, timelines and potential options for employees accessing FMLA, short or long-term disability.
6. Actively communicate with employees accessing leave benefits to ensure timely repayment of any missing withholdings caused by the leave.
7. Work closely with Payroll to ensure that both employee and employer contributions are properly captured and recorded when an employee is on leave.
8. Effectively interprets FMLA implications as they relate to leaves of absences/disabilities.
9. Responds to medical, personal, disability and FMLA inquiries. Processes and administers all leave-of-absence requests and disability paperwork. Assist managers in tracking used FMLA time and educating staff of remaining balances.
10. Collaborate with other HR staff to help achieve departmental goals in employee recruitment and engagement.
11. Create employee badges and administer drug testing as needed.
12. Subject matter expert on current human resource information system. Ensures the accuracy of data, generates routine and specialized HRIS reports as requested by HR Director.

13. Works closely with other HR Generalists to ensure that HR operations are consistent and operate seamlessly.
14. Act as point of contact for employees, addressing concerns, conflicts and questions promptly and confidentially.
15. Investigate complaints (harassment, discrimination, retaliation, safety and ethical) in a timely manner. Ensure that they are done in a fair and consistent manner while upholding the dignity and respect that we believe all employees should enjoy in the workplace.
16. Provide guidance to managers on employee relations matters, fostering a culture of open communication.
17. Facilitates interactive conversations for requests regarding workplace accommodations.
18. Aids managers in developing language for performance evaluations and corrective action documents that are reflective of our approach as an employer as well as the vision and values of the Coquille Indian Tribe.
19. Assist employees in conflict resolution matters while being respectful of the established chain of command.
20. Manages unemployment claims.
21. Subject matter expert and point of contact for handbook related policies. Assist in implementation of updates. Provides guidance and interpretation for staff.
22. Suggest new procedures and policies for improving employee experience as well as the efficiency of the HR department.
23. Process a wide spectrum of forms and documents, including a significant portion of those of a confidential or complicated nature. This includes, but is not limited to authorizing personnel actions, benefits enrollment and billing, unemployment claims and other HR documents.
24. Review and approve standard personnel action notices for changes and ensure changes are consistent with business objectives. Review non-routine changes with the Human Resources Director.
25. Cross train in key Human Resource areas and work on specialized projects across department lines.
26. Provides documentation and other support as needed. Serves as primary contact for all human resources and benefits inquiries and requests.
27. Act as the HR Director in their absence.
28. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

#### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires sitting for extended periods of time, raising or lowering objects, and occasionally requires lifting up to 25 pounds. Requires occasional standing, walking, stooping, kneeling, crouching or crawling. Work is generally performed in an office setting. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required.

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Knowledge of federal and Tribal employment laws.
4. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.

5. Demonstrated ability to meet strict deadlines and be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
6. Ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.
7. Be computer literate. Exhibit a level of computer literacy sufficient to use HR Information Systems and general office software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
8. Ability to maintain professionalism, confidentiality, and objectivity under pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.

### **QUALIFICATIONS**

1. High School Diploma or equivalent. Associate degree in human resource management or closely aligned field required. Bachelor's degree preferred. A combination of formal education, certification, training and work-related experience will be considered.
2. THRP certification preferred.
3. Minimum of five (5) years of Human Resource experience working closely in employee relations, benefits administration and FMLA processes required.
4. Relevant HR experience in health care or related tribal government preferred.
5. Experience working in diverse and inclusive environments.
6. Proven experience in a position requiring a high level of confidentiality, personal integrity and respect for individual privacy.
7. Experience using Paycom and Paylocity is preferred.
8. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.

*Signature below signifies understanding of what the above job duties and responsibilities are.*

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Employee Signature

\_\_\_\_\_  
Date