Job Title: Human Resources Generalist

Department: Human Resources
Reports to: Executive Director of Human Resources
FLSA Status: Exempt
Location: Coos Bay, OR
Salary Grade: $31.39 – $43.95

This position is a covered position under the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. The selected candidate must successfully pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY

The Human Resources Generalist provides comprehensive HR support to employees and leaders across the organization, with primary responsibilities in employee relations, onboarding, and compliance. This position plays a key role in ensuring that HR operations run smoothly, policies are applied consistently, and employees have a positive, professional experience throughout their employment.

The HR Generalist partners closely with managers to support day-to-day HR needs, assist with investigations, ensure compliance with Tribal and federal employment laws, and contribute to the development and implementation of HR programs that promote a healthy and engaged workplace culture.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employee Relations & Compliance

- Serve as the primary point of contact for employees at Kilkich regarding HR questions and related issues.
- Support managers in addressing employee relations concerns, coaching, and documentation in accordance with HR policies.
- Conduct or assist with workplace investigations and recommend appropriate actions based on findings.
- Ensure compliance with Tribal and federal employment laws, including wage and hour, leave, and anti-discrimination regulations.
- Maintain confidentiality and handle sensitive information with professionalism and discretion.

Recruitment & Onboarding

- Lead or participate in new employee orientation and coordinate follow-up onboarding activities.
- Partner with the HR team to ensure a consistent and welcoming new hire experience across all Tribal entities.
- Collaborate with hiring managers to develop job postings, screen applicants, and coordinate interviews as needed to support the Recruiting Specialist.

HR Operations & Support

- Support organizational initiatives related to engagement, culture, and recognition.
- Maintain employee records in HRIS and ensure data accuracy across systems.
- Participate in policy development, review, and updates to ensure compliance and alignment with organizational goals.
- Track and report on HR metrics and assist with audits or compliance reporting as needed.
- Assist in the administration of benefits, compensation, and performance management programs.

Training & Development

- Support coordination of training programs and employee development initiatives.
- Partner with leadership to identify training needs and maintain accurate records of training completion.

Team Collaboration & Special Projects

- Collaborate with HR team members to continuously improve HR processes and workflows.
- Participate in cross-functional projects or initiatives that advance HR strategy and enhance the employee experience.
- Serve as a backup to other HR team members as needed.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Thorough understanding of HR principles, employment law, and HR best practices.
- Strong interpersonal skills with the ability to build trust and maintain confidentiality.
- Excellent written and verbal communication skills.
- Demonstrated ability to handle multiple priorities in a fast-paced environment.
- Proficiency in HR systems (e.g., Paycom or similar HRIS) and Microsoft Office applications.

- Strong problem-solving and analytical skills.
- Ability to exercise sound judgment, diplomacy, and professionalism.
- Commitment to diversity, equity, and inclusion in the workplace.

QUALIFICATIONS

1. Bachelor's degree in Human Resources, Business Administration, or related field preferred, or combination of equivalent experience and education.
2. Minimum of three (3) years of experience in employee relations, performance management and onboarding in a human resources department required.
3. Experience in a Tribal government or healthcare setting preferred.
4. THRP, PHR or SHRM-CP certification preferred.
5. Valid Oregon driver's license in good standing required.
6. Must successfully pass a pre-employment drug screen and background check.

PHYSICAL REQUIREMENTS

- Ability to sit or stand for extended periods, use hands for repetitive motion, and lift up to 25 pounds occasionally.
- Work is primarily performed in an office environment.
- Requires occasional travel to other Tribal locations for meetings, onboarding, or training sessions.
