



Quileute Tribal School District
P.O. Box 39
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The mission of the Quileute Tribal School is for all students to gain and retain the knowledge and skills necessary to make them responsible, productive citizens. They will develop problem solving skills, communication skills, and self-sufficiency skills that will allow them to interact at all levels of society. They will protect, preserve and enhance the Quileute language and culture for future generations.

JOB DESCRIPTION

JOB TITLE AND FILE NAME: Human Resources Coordinator

EXEMPT: No
SALARY LEVEL: DOE
SHIFT: 8:00 am - 4:00 pm = 1.0 FTE
LOCATION: Quileute Tribal School
EMPLOYEE: Classified Employee
REPORTS TO: Business & Finance Director
DEADLINE: Application deadline - February 20, 2020

REVIEWED BY: Quileute Tribal School Board, Sabrina Bees, and Mark Jacobson

APPROVED BY: Mark Jacobson, Superintendent DATE: 01-14-2020

SUMMARY: This position reports directly to the Business & Finance Director. Coordinate and carry out all Human Resource projects and processes for the Quileute Tribal School. Work directly with and assist the Business & Finance Director to fulfill a variety of necessary HR tasks. This will include all hiring, termination, training and company education procedures for new and existing employees. Human Resource Coordinator must track and maintain all employee data (contact information, earning rates, absences, etc.) using the Abila/MIP HR and EWS system software; therefore, a strong computer and clerical skills are a must.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The performance elements identified below are for illustrative purposes only and do not reflect an all-inclusive scope of responsibilities.

- Facilitate the onboarding process for all new employees. Ensure completion of all new employees.
- Provide timely assistance to employees regarding benefit and human resource questions and issues.
- Prepare and maintain records for assigned certificated and classified employees, ensuring documentation of employees work history, contract compliance, school policy and state employment regulations.
- Maintain employee personnel files to ensure legal compliance.
- Prepare and maintain new hire packets for all new hired employees.
- Coordinate employee benefit eligibility and enrollment.
- Assist in coordinating/prepare and processing of all Personnel Action forms (PAF's), for new and current employees as well as temporarily and terminated employees.

- Coordinating new hire paperwork, and new hire orientation.
- Writing and placing employment ads, as well as maintaining applications.
- Reviewing, screening and maintain all applications and resumes.
- Schedule Interview committees and interviews.
- Conduct proper background screenings for all prospective employees.
- Assist with providing research for policies, training as requested.
- Other related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Keep the Business and Finance Director and Superintendent informed of activities, problems, and budgetary needs on a regular and ongoing basis in areas of responsibility.
- Perform special assignments as designated by the Superintendent, Business and Finance Director.

REQUIRED QUALIFICATIONS:

- The employee must satisfactorily pass a School background check and drug screening, both at the time of hire and throughout employment.
- Valid Washington State driver's license.
- Good time management.
- Professional integrity and sense of responsibility and accountability.
- Highly organized and efficient worker; skilled at multi-tasking.
- Current first aid/CPR certification (may earn during first year of employment).
- Possess clerical skills, including computer literacy and ability to use Microsoft applications (e.g., Word, Excel, Windows, Outlook). Experience with Abila MIP accounting software preferred.
- Possess strong mathematical and communication skills (both written and verbal).
- Willing to take initiative and work independently when needed.
- Be personable, patient, courteous and willing to explain information to others. Ability to establish and maintain effective working relationships with staff and outside vendors.

EDUCATION AND EXPERIENCE QUALIFICATION PREFERRED:

High School Diploma or equivalent;
AA Degree in related field, and 2+ years relevant experience in HR preferred.

MACHINES, TOOLS, OFFICE OR SPECIAL EQUIPMENT USED: Computer and office equipment; phone systems.

VEHICLES OR MOVING EQUIPMENT USED: Passenger vehicles under 20,000 GVW and hand carts.

TRAINING REQUIRED: On the job training, conferences, special human resource training as funding and time allows. Additional training is also required on School policies/procedures,

emergency procedures, first aid, HIV/AIDS (infectious disease transmission), suspected child abuse and neglect (SCAN) reporting, safety, fire alarm, telephone system, computer security, and building security systems.

LANGUAGE SKILLS: Ability to read, analyze, and interpret written materials. Ability to effectively communicate and present information to employees in English.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic mathematics.

REASONING ABILITY: Ability to solve practical to complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle or feel objects, tools, or controls and type; reach with hands and arms; and talk or hear. The employee is frequently required to sit and stand; and, occasionally climb or balance, stoop, kneel, and crouch.

The employee must regularly lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will most frequently be in a building with carpeting and thermostat controlled rooms. The employee may occasionally work in outside weather conditions (e.g., walking between School buildings or carrying supplies or records to/from storage).

The noise level in the work environment is usually moderate to low.

HAZARDS/OBSTACLES: Employees are sometimes exposed to hazards such as chemicals and dust particles, uneven sidewalks or walkways, and unforeseen hazards such as electrical shock, weather related conditions (ice, heavy wind and rain, flooding, heat, cold).

UNPROTECTED HEIGHTS: Activities may sometimes require working in attic and basement storage spaces. One storage space requires a ladder for access.

AMOUNT OF DAY SPENT:	(Hours at one time)	(Hours during full day)
Sitting	60-180 minutes	5 ½ -- 6 ½ hours
Standing	15-30 minutes	1-2 hours
Walking	5-10 minutes	½ hour

WORK/REST CYCLE: Two 15-minute breaks; 30-minute lunch.

EMPLOYEE WORKS: Inside - 8 hours; Outside - No hours; Total - 8 hours

NOTE: Hours may be adjusted to meet the needs of the School.

PERFORMANCE EVALUATION

Performance of this position will be evaluated a minimum of two (2) times per year in accordance with provisions from the Board's policy on the Employee Performance Evaluation System.

PHYSICAL DEMANDS AND CHARACTERISTICS OF THIS JOB:

REQUIRED ACTIVITIES

(Occasionally = 0 to 33%; Frequently = 33% to 67%; Constantly = 67% to 100%)

	Frequency	Body Part	lbs.	Activity
Twist	Frequently	Upper Body	0-25	Office equipment minor repairs, Setup and trouble shoot, fill related supply trays and change cartridges; fill and move records' boxes; handle and use maintenance supplies and equipment; operate computer, phone and other office equipment, including data entry and filing
Stoop/Bend	Frequently	Arms, Legs, Lower and Upper Body, Hands	0-25	Same as above
Squat	Occasionally	Legs, Lower Body	0-25	Same as above
Kneel	Occasionally	Legs, Lower Body	0-25	Same as above
Push/Pull	Occasionally	Arms, Legs	0-25	Same as above
Climb	Occasionally	Legs	0-25	Stairs, steps, ladders
See	Constantly	Eyes	N/A	Reading materials, transcripts, Application materials, drug screening reports; reading written communications from a variety of sources; writing notes/forms/documents; reading directions, documents, and computer screen_ information

	Frequency	Body Part	lbs.	Activity
Hear	Constantly	Ears	N/A	Monitoring and using office equipment/phones; listening to questions, comments, conversations and directions from supervisor, School staff/students, vendors and others
Speak	Constantly	Voice	N/A	Responding to questions, comments, conversations and directions from supervisor, staff/students, vendors and others

REQUIRED LIFTS

	Frequency	Body Part	Range/Height	Activity
0-25 lbs.	Constantly	Legs, Arms Hands	0"-30" to 5'	Operating office equipment and filing records; moving office records and supplies; removing, refilling and/or replacing equipment cartridges and supplies; handle and use maintenance supplies and equipment
10-35 lbs.	Occasionally	Legs, Arms, Upper and Lower Body	1"-30" to 25'	Same as above
35+ lbs.	Occasionally	Legs, Arms Upper and Lower Body	1"-30" to 25'	Same as above

REQUIRED CARRY

	Frequency	Body Part	Distance	Activity
0-10 lbs.	Constantly	Arms, legs	1" to 150'	Same as above
10-35 lbs.	Occasionally	Arms, legs	1" to 150'	Same as above
35+ lbs.	Occasionally	Arms, legs	1" to 150'	Same as above

REQUIRED REACH AND HANDLE

	Frequency	Body Part	Weight/ Distance	Activity
Reach Above Shoulder	Frequently	Arms	0-10/3'	Moving records and equipment, etc.
Reach at Shoulder	Frequently	Arms	0-10/3'	Same as above
Reach Below Shoulder	Constantly	Arms	0-40/3'	Same as above
Manual/Finger Dexterity	Constantly	Arms, Wrists, Fingers	0-10/3'	Typing; refilling and maintaining office equipment; filing and sorting records

SUMMARY OF ENVIRONMENTAL CONDITIONS AND RATINGS

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental conditions must, by definition, be specific and related to the job.

- Key to Environmental Factors Rating
 NP = Not present in the Job Environment
 S = Seldom - Under 5% of Work Day
 O = Occasionally - Up to 33% of the time
 F = Frequently- From 33% to 67%
 C = Constantly - 67% to 100%

Environmental Conditions:	Key	Comments:
1. Inside 99%	C	Working in an office environment
Outside 1%	S	Walking to/from buildings
2. Extreme Cold	S	Walking to and from buildings during winter months
3. Extreme Heat	S	Walking to and from buildings during the summer
4. Wet/Humid	O	Rain 120 to 160 inches per year
5. Noise (in Decibels)	50 – 60	This is the general approximate range for an office environment for the essential functions of this position; If around ringing phones, cleaning equipment or vehicles, the level may occasionally rise to 80
6. Hazards		
a. Mechanical	S	
b. Explosives	S	Batteries
c. Electrical	S	Office equipment
d. Radiant Energy	O	
e. Burns	S	Electrical
f. Other hazard(s)	S	Wet surfaces (slipping)
7. Atmospheric Conditions		
a. Fumes	S	Cleaning solvents
b. Mists	NP	
c. Odors	S	
d. Gases	S	Copy machines, printers
e. Dusts	S	Printing paper, inside computers, printers
f. Poor ventilation	S	File server/phone room, storage rooms and in buildings without much ventilation
g. Other atmospheric hazards	NP	
8. Protective clothing/Devices	S	Used when performing first aid

Comments: This position requires constant interaction with staff, Board members and vendors while remaining organized, firm and pleasant.

Except as provided in the Indian Preference Act (Title 25, U.S. Code section 472 and 473), the Quileute Tribal School shall not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, disability, veteran or military status, sexual orientation, gender expression or identity, disability, political beliefs (where applicable), marital status, familial or parental status, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts of America and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28A.640, Mark Jacobson (360-374-5609); Section 504, Anita Baisley (360-374-5602); and Compliance Coordinator for State Law, Mark Jacobson (360-374-5609) at PO Box 39, 40 Ocean Drive, La Push, Washington 98350. The Quileute Tribal School is exempt under federal or state law pertaining to employment practices under which a preferential treatment is given to any individual because he or she is an Indian living on or near a reservation.