TWENTY-NINE PALMS BAND OF MISSION INDIANS
Tribal
46-200 Harrison Place, Coachella, CA 92236

Human Resources Recruiting Manager

Job Description

Job Title: HR Recruiting Manager
Department: Human Resources
Reports To: HR Director
FLSA Status: Exempt

APPLY HERE!!!

SUMMARY:
Responsible for interviewing, screening, testing, advertising, and referring applicants for job openings for all Tribal Entities and administer in the preparation of job descriptions, salary administration and surveys by performing the following duties personally or through subordinates. Has independent judgment and discretion to do initial screening and reject applicants from processing and/or department consideration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Review applications and interview applicants to obtain work history, education, training, job skills, and salary requirements, while providing information concerning the organization, the job opportunities available, and employee benefits. Rating and ranking report (s) delivered to management, and or Department leader.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement: “We are here for the guest. Period”

- Ensure all documentation is accurate and complies with state and Federal regulations.

- Monitor the performance of Human Resources staff, ensuring productivity and adherence to department policies and procedures.

- Initiate contact with potentially qualified candidates for specific job openings.
• Screen and refer candidates for additional interviews with others in the organization.
• Send selected candidates for preliminary drug screen and pre-employment physical.
• Coordinate communication with applicants.
• Track the progress of applicants through the hiring process until clearance is received from Gaming Commission.
• Assist the Human Resources Director by developing and maintaining contacts, to include schools, alumni groups, and other public agencies to identify sources of qualified candidates.
• Coordinate the Casino’s participation in the setup of displays and recruit applicants at job fairs.
• Make public presentations at schools, organizations, and job fairs promoting the organization, its job opportunities, and employee benefits.
• Utilize Internet online recruiting sources to identify and recruit candidates.
• Act as liaison with temporary agencies.
• Create, review, and edit job descriptions.
• Assist and participate in the compilation of wage surveys and compensation analysis.
• Assist with Training, New Hire Orientation, Employee Events, and Recognition Programs.
• Compile and maintain exit interviews information.
• Generate and analyze turnover report for all tribal entities.
• Perform oral and written translations within the organization.
• Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS).
• Present a positive image of the Tribe to its guests and vendors and to assist them as required.
• Must follow all safety policies and procedures and attend all scheduled office safety meetings and training as a condition of employment.
• Perform any other duties that may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES:
Coordinate management of hourly staff with Human Resources Manager.

EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):
• Must possess a high school diploma or equivalent.
• Bachelors of Art's degree (B.S.) or equivalent from four-year College or technical school preferred.
• Six months to one-year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:
• Must pass periodic random drug screens
• Must be bilingual in both English and Spanish
• Must be able to pass background suitability investigation
• Must obtain a Tribal Gaming License
• Must provide proof of eligibility to work in the United States within 72 hours of employment
• Able to uphold a high level of confidentiality

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. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

• Will work in an office environment.
• Some enterprises are open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all hours.
• Some enterprises are gaming facilities.
• Some enterprises are not a smoke-free environment.
• Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout most of the facilities on 24-hour, 7-day per week basis.

INDIAN PREFERENCE ACT:
The Twenty-Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups

I have read and understand all of the elements of the above Human Resources Recruiting Manager Job Description.

____________________________________________  ______________________
Signature                                      Date