



## JOB DESCRIPTION

Bishop Paiute Tribe  
Bishop, California

**Position:** Human Resources Staff Development Specialist  
**Department:** Human Resources  
**Supervised by:** Director of Human Resources  
**Pay Grade:** NE5 \$23.60 - \$30.68 /Hourly (\$49,090.69 - \$63,817.89 Annually) - DOQ  
**FLSA:** Non-Exempt, Hourly / Regular; Full Time

**Position Summary:** Responsible for conducting training programs, organizing workshops and seminars, and designing materials that can effectively alleviate skill gaps and improve performance. Will also assess and identify employees' learning needs and create effective development plans accordingly. Will be responsible for identifying learning needs, designing effective learning solutions, and measuring their impact on both employee performance and business results. Work closely with management team to identify training needs for staff.

**Indian Preference:** *The Bishop Paiute Tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.*

***This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.***

### **ESSENTIAL DUTIES:**

#### **Develop and Manage an Effective Onboarding / Orientation Program for New Hires**

1. Restructure and deliver new hire orientation to include compliance, property onboarding and development.
2. Management of onboarding programs including training, onboarding materials, introduction meetings and providing support throughout the onboarding process.

#### **Learning Strategy Development:**

3. Works collaboratively with leadership to identify and analyze the learning needs within the Tribe.
4. Develops and implements a strategic learning and development plan that aligns with Tribal objectives.
5. Curriculum Management: develops and maintains a catalog of training programs and resources that meet current and future Tribal needs.

#### **Program Design and Implementation:**

6. Designs and delivers engaging, innovative, and effective learning programs, workshops, and e-learning courses.
7. Focuses on designing, developing, and delivering targeted learning programs specifically aimed at enhancing leadership skills across various levels within the Tribe, including identifying leadership potential, coaching current leaders, and aligning leadership development initiatives with overall business strategy.

#### **Facilitation and Training Delivery:**

8. Facilitates training sessions and workshops for employees at all levels, ensuring active participant engagement and effective knowledge transfer.
9. Leads train-the-trainer sessions to empower subject matter experts across the organization, when applicable.

#### **Evaluation and Impact Measurement:**

10. Develops metrics and evaluation processes to assess the effectiveness of learning programs and initiatives; administers employee engagement and satisfaction surveys to identify areas for improvement and create action plans to address them.
11. Designs and implement assessment tools to measure training effectiveness, gather participant feedback, and continuously improve program quality.

12. Analyzes data and feedback to continually improve and refine learning solutions.

#### **Collaboration and Consultation:**

13. Ensure learning programs address challenges and opportunities.
14. Serves as a learning consultant to guide managers and teams on development best practices.

#### **Continuous Improvement and Innovation:**

15. Stays informed about industry trends, emerging learning technologies, and best practices.
16. Fosters a culture of continuous learning, encouraging ongoing personal and professional development.

#### **General**

17. Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.
18. Other duties as assigned by management.

#### **SUPERVISORY RESPONSIBILITIES:**

None

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Human Resources or related field, along with relevant work experience.
- Five (5) years of experience in Human Resources, and training and development or related roles is preferred.
- Training and Development Certification is preferred.
- Must possess strong communication skills, the ability to design, analyze, and deliver effective training programs.
- Excellent organizational skills, and the ability to work collaboratively with others to achieve common goals.
- Proficient with Microsoft Office Suite or similar software.
- Experience in Indian Country Human Resources preferred.

#### **OTHER REQUIREMENTS:**

- A valid SHRM-CP, PHR, THRP or NNAHRA Certification is preferred or ability to obtain within one (1) year of hire.
- Excellent presentation, facilitation, and communication skills.
- Ability to design and implement effective training and development.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- Must have the ability and cultural event recognition, etc. to collaborate with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity, including but not limited to, appropriate greetings in Paiute language, ceremonial, and cultural event recognition, etc.
- Must comply with the Bishop Paiute Tribe's organizational policies and laws.

#### **COMPETENCIES:**

**To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.**

1. *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
2. *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
3. *Analytical Skills* - Ability to analyze operational, statistical, and financial information and draw logical conclusions; compare and interpret facts and figures.
4. *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives, and letters.
5. *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
6. *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
7. *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
8. *Adaptability* – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays, or unexpected events.
9. *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.

10. *Organized* – the individual keeps clean and organized workspace and projects.
11. *Motivated* – the individual inspires self and others about them to get the job done and follow through on tasks.
12. *Technology Skills* – Operates various word-processing, spreadsheets, accounting, HR, and database software programs in a Windows environment.
13. *Safety Oriented*- Observes surroundings to maintain a safe working environment for community members and co-workers.

**PHYSICAL REQUIREMENTS**

- Ability to work long hours as needed.
- Ability to frequently stand, walk, sit, perform desk-based computer tasks, and use a telephone.
- Ability to occasionally stoop, kneel or crouch.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to ten pounds at times.

I hereby acknowledge that I have read and reviewed this Job Description with my Supervisor / Manager. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted job responsibilities/conditions.

**Employee**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager/Supervisor:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_