



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
Salt Lake City, Utah 84115
Phone: (801) 486-4877
Fax: (801) 486-9943
www.uicsl.org

POSITION DESCRIPTION: HUMAN RESOURCE MANAGER

Division:	EXECUTIVE	Supervisor:	Executive Director
Job Code:	EXE-004	Classification:	FT/ EXEMPT
Wage Scale:	E-06 (70,213-108,923)	Effective Date:	4/2/2025
Hours/week:	40+	Revised Date:	

PROGRAM PURPOSE

The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.

UNIFORM PERFORMANCE EXPECTATIONS

In performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and employee, patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with employee, patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain a current insurable driver's license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

POSITION SUMMARY

The HR Manager is a professional position that works closely with executives, directors and managers to ensure the availability of reliable and effective HR services to all employees at UICSL. This role is a team leader managing HR staff and ensuring efficient HR operations. The HR Manager will play a strategic part at UICSL by developing and implementing HR strategies that support business objectives and enhance workforce performance. This position is critical in shaping organizational culture, promoting employee engagement and aligning human resource practices with business goals. The HR Manager will create and enforce HR policies and procedures that promote organizational effectiveness and will develop training and ensure compliance with state and federal laws. The HR Manager oversees performance reviews and talent management initiatives, including recruitment, selection, onboarding and retention.



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ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

DUTIES & RESPONSIBILITIES:

- **Recruitment and Talent Acquisition:** Oversee and develop recruitment strategies, interviewing, hiring, onboarding and succession planning to ensure the organization attracts and retains top talent. Works closely with directors and managers developing job descriptions, posting job openings, and conducting interviews to select the best talent for the organization
- **Employee onboarding and training:** The HR Manager will facilitate onboarding processes ensuring the new hire is integrated smoothly into the organization. They will implement training programs to enhance employee knowledge and skills.
- **Performance Management:** Design and manage performance evaluation systems to assess employee productivity, and provide feedback, working with managers and employees to align individual contributions and performance to organization goals.
- **Employee Relations:** Maintain positive relationships between employees and management. Coach, mediate conflicts, and foster a supportive work environment that reflects UICSL values and culture.
- **Compensation and Benefits:** Develop and administer competitive compensation packages that include benefits, 401k and PTO/SICK time, that create value for the employee. These packages will comply with legal standards and meet employee needs.
- **Compliance Manager:** Collaborating with Executive Director and Directors to develop HR strategies that align with organizational overall goals. Workforce planning, succession planning etc.
- **Organizational Development:** HR plays a significant role in organizational culture and implementing change management initiatives. Helping employees adapt to new processes, structures and organizational changes.
- **Policy Development:** Create, update, and enforce HR policies and procedures to ensure a fair and consistent approach to employee management.

MINIMUM QUALIFICATIONS

Education: ☐	Bachelor's degree in human resources business administration or a related field
Experience: ☐	3-5 years of HR Generalist experience and/ or Management experience
Certifications/Licensure: ☐	Professional in Human Resource (PHR) or Society of Human Resource Management (SHRM)
Other: ☐	

PREFERRED QUALIFICATIONS

Education: ☐	N/A
Experience: ☐	5-10 years of HR Generalist/Management experience
Certification/Licensure: ☐	a) SPHR or SCP
☐	b) Experience working in I/T/U Healthcare Facility

KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)



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☐	Knowledge of and a demonstrated respect for AI/AN history, values, customs, and practices.
☐	Knowledge of state and federal employment laws and regulations (e.g., FLSA, FMLA, etc.)
☐	Knowledge of common HR Practices including payroll, benefits administration, unemployment insurance etc.
☐	Ability to coach managers effectively on employee issues.
☐	Demonstrates confidentiality and best practices to protect sensitive employee information.
☐	Demonstrates a competency in verbal and written communication skills appropriate to the position.
☐	Demonstrates organizational skills, time management, and prioritization skills.
☐	Demonstrates ability to work both independently and within a team setting.
☐	Demonstrates dependability, reliability and willingness to accept responsibility.
☐	Demonstrates capacities for being assertive with a balance of professionalism and emotional intelligence.
☐	Evidence of competency in training module development and delivery for adult audiences.
☐	Evidence of competency with HR Records requirement and information management systems (HRIS/HRMS)
☐	Excellent interpersonal/professional skills, i.e., ability to respectfully interact with people.
☐	Proficiency with Microsoft Office software and knowledge of database software.

WORK ENVIRONMENT

The work environment at UICSL involves normal office conditions and noise levels that can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

PHYSICAL DEMANDS

While performing the duties of this job, an employee may frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. An employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

MENTAL DEMANDS

Workloads in this position are dynamic and range from an awareness of technical details, to engaging broad strategic ideas and discussions. The incumbent in this position will often work alone but must also be prepared to handle employee issues as required. This position will require the ability to multi-task and handle stressful situations that impact the UICSL on an organizational level, so the incumbent needs to demonstrate a high level of emotional balance. Group presentation and education tasks are common, and there are numerous applicable standards and deadlines associated with this position.

Disclaimer: The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.



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Indian Preference Statement: *As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.

When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statutes mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).

REVIEWED BY:	Executive Director	SIGNATURE:	<i>El</i>
APPROVED BY:	<i>Matt Poss</i>	NEXT REVIEW:	April 2028



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EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided the content of the **Human Resource Manager** position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

Describe any accommodations required to perform these functions:

Employee Name (Print)

Employee Signature:

Date: