



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Benefits Assistant</u>	OPENING DATE:	<u>October 6, 2021</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>October 15, 2021</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Human Resources</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Dir. Human Resources</u>

HIRING PREFERENCE POSITION CATEGORY:	A
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SUMMARY:

The Benefits Assistant works under the direction of the Director of Human Resources to support the administration of the tribal membership and employee benefits processes. The Benefits Assistant will be responsible to provide administrative support to the HR staff with data entry of benefits related tasks; provide day-to-day administrative and clerical duties; provide excellent customer service to tribal member guests and PTG employees; and provide back-up support to the Receptionist and Mail Clerk as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform customer service functions for the Tribal Membership and employees.
- Perform HR database entries to include benefit enrollment, changes, updates and corrections for tribal members and employees' benefits. May also perform a review of the entries of other staff.
- Assist with Open Registration for the Tribal Members benefits and Legacy Benefit plans.
- Assist with employee Open Enrollment for employee benefits, Flexible Spending plan, and the 401(k) plan.
- Provide general administrative duties such as answering phone calls and draft written and email correspondence.
- Assist with the day-to-day operations of the Human Resources Department.
- Provide assistance to HR department staff by performing departmental paper and electronic filing and the scanning of documents as needed. Make copies, fax documents and perform other administrative/clerical duties as needed.
- Provide back-up support for the Receptionist and Mailroom Clerk as needed.
- Exercise discretion, confidentiality, and professionalism when relating to confidential and sensitive internal and external matters.
- Cooperate with co-workers to maintain proper interaction and communication within the workplace.
- Work effectively with departmental staff to maintain a friendly, efficient, and effective work environment.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseno Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Diploma or GED equivalent **required**.
- Must have a minimum of 1-2 years experience working in Human Resources or in an administrative role within an office environment **required**.
- Experience working with the public, good interpersonal skills and excellent customer service skills **required**.
- Good working knowledge of MS Word, Excel, and Outlook **required**.
- Experience working with HRIS and/or applicant tracking systems a plus.
- Experience in creating and maintaining file records in a database system and the organization and maintenance of paper filing system preferred.
- Must possess efficient time management skills, be organized and detail oriented, and have the ability to prioritize projects and duties to meet deadlines.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:
PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV

Send application and resume to:
Email: HR@PECHANGA-NSN.GOV
Fax: 951-587-2209

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