



# PECHANGA INDIAN RESERVATION

*Temecula Band of Luiseño Mission Indians*

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

Tribal Chairman:  
Mark Macarro

Council Members:  
Raymond J. Basquez, Jr.  
Catalina R. Chacon  
Marc Luker  
Robert "R.J." Munoa  
Russell "Butch" Murphy  
Michael A. Vasquez

## JOB DESCRIPTION

**POSITION:** Benefits Assistant  
**STATUS:** Non-Exempt  
**CLASSIFICATION:** Full-Time  
**DEPARTMENT:** Human Resources  
**SUPERVISOR:** Director of Human Resources  
**POSITION CATEGORY:** A  
**RATE OF PAY:** DOE

Tribal Secretary:  
Louise Burke

Tribal Treasurer:  
Robyn Delfino

### 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 services 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.

**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.

- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

**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.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of administrative and clerical duties, office systems and procedures.
- Must have effective verbal and written communication skills.
- Ability to work with other people as a team player as well as able to work unsupervised.
- Ability to multitask, prioritize and meet deadlines.
- Ability to maintain strict office confidentiality.
- Must be able to work in a manner to maintain the privacy and confidentiality of sensitive information and confidential documents at all times.
- Must have good interpersonal skills, tact, patience, flexibility, and ability to deal with change and maintain a professional demeanor at all times.
- Excellent written and verbal communication skills.
- Must have the ability to adapt to changes in the work environment, manage competing demands and be able to deal with change, delays or unexpected events.
- Ability to follow written and oral work instruction and be able to work independently with a minimum of direction.
- Ability to manage multiple projects and properly prioritize workload.

**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. The Pechanga Tribal

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Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly, so listeners can understand and understand the speech of another person. The employee is often required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee is frequently required to enter data into a computer terminal, PC, or other keyboard device requiring continuous or repetitive arm-hand-eye movement. The employee must occasionally lift and/or move up to 25 pounds and occasionally stand on stepladders.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

This is largely a sedentary role that includes sitting for extended periods of time; however, handling and managing documents and files is required. This would require the ability to lift files, open filing cabinets and bend, stoop or stand as necessary.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events, General Membership meetings and when outdoors.

*Employee's acknowledgement:* I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Luiseno Indians.

_____	_____	_____
Signature of Employee	Date	Print name of employee
_____	_____	_____
Signature of Employee's Manager	Date	Print name of employee's manager

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