



*Federated Indians of  
Graton Rancheria*

*invites your interest  
for the position of*

**Director of  
Human  
Resources**



## **Federated Indians of Graton Rancheria**

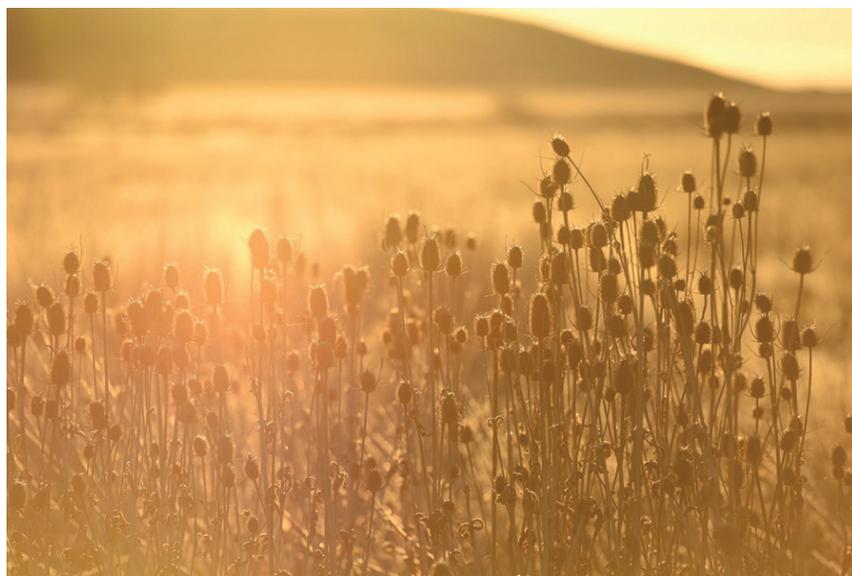
The Federated Indians of Graton Rancheria was restored to federal recognition as a tribal nation by then President William Clinton on December 27, 2000. This milestone was achieved through a dedicated and unwavering commitment to self-determination that spanned over eight years. The legislation also provided for the establishment of trust land previously taken by the government. In 2005, the Tribe purchased approximately 254 acres of land for its reservation just outside of Rohnert Park, CA. While the Graton Resort and Casino is based on the Tribe's reservation, the governmental offices are based out of a separate office building in Rohnert Park, CA.



The Graton Rancheria community is a federation of Coast Miwok and Southern Pomo groups. The Miwok of west Marin County have, through the years, been referred to as Marshall Indians, Marin Miwok, Tomales, Tomales Bay and Hookooeko. The Bodega Miwok (aka, Olamentko) traditionally lived in the area of Bodega Bay. The neighboring Southern Pomo Sebastopol group lived just north and east of the Miwok. The town of Sebastopol is located about one mile midway between the north boundary of traditional Miwok territory and the southern edge of Southern Pomo territory.

In 1920, the Bureau of Indian Affairs purchased a 15.45-acre tract of land in Graton, CA for the “village home” of the Marshall, Bodega, Tomales and Sebastopol into one recognized entity, Graton Rancheria; thus, previously establishing them as a federally recognized tribe of American Indians. Tragically, in 1958 Congress passed the California Rancheria Act of 1958 terminating 41 California Rancherias, including Graton Rancheria. Despite this termination the tribes continued to preserve their culture and traditions and took up the legislative fight to get their land back, leading to the eventual restoration as a federally recognized tribal nation.

Since regaining federal recognition, the Federated Indians of Graton Rancheria have continued to move from strength to strength, both building their community and building out the infrastructure of the Rancheria. In 2008, after six arduous years of applications, the Tribe received grant funding from the U.S. Department of Health and Human Services through the Administration of Children and Families to launch its own Tribal TANF program for low-income Native American families in Sonoma and Marin counties, including programs and services to strengthen families such as employment assistance, job training and child care assistance. In November 2013, the Tribe opened the Graton Resort and Casino, and in doing so, have been



able to provide programs and services to Tribal Citizens to help realize their dreams of self-sufficiency.

Today, the Tribe continues to be a progressive nation serving as a community leader in the fight for social justice and environmental stewardship. It's also a leader and model tribe in preserving their cultural heritage and in educating the local community on its enduring heritage.

### **Tribal Governance and Governmental Operations**

The Federated Indians of Graton Rancheria (FIGR) is governed by a seven-member elected Tribal Council that is led by an elected Tribal

Chairman. There are four designated officers including the Chair, Vice-Chair, Secretary and Treasurer, along with three “at-large” members. A separate body, the General Council, consists of all tribal citizens over the age of 18. The General Council exercises powers associated with the electorate in democratic governance.

In the fall of 2020, the Tribal Council hired a new Executive Director of Governmental Operations (EDGO), who manages the day-to-day operations of the Tribal Government Office. Governmental operations consist of Administration, Finance, Social Services, TANF (Temporary Assistance for Needy Families), Environment, Education, Housing, and Cultural. The EDGO leads a staff of approximately 100 full and part-time employees. The Human Resources Director reports to the EDGO.

## **The Position and Ideal Candidate**

The new Human Resources Director (HRD) will work closely with the EDGO in providing administrative and organizational leadership to the Tribe's governmental operations. Having undergone a tremendous transformation during the 20 years since the Tribe's federal recognition, the FIGR governmental operation has grown from a staff of six to its current complement of close to 100 dedicated employees. This organizational growth has focused primarily on services for its citizens and is expected to grow and evolve towards expanding cultural, educational, environmental and social programs to even better serve the tribal nation and greater community. The governmental structure is highly stable and organizational politics surrounding the organization are virtually non-existent as the staff and Tribal Council enjoy a collaborative relationship. With the rapid and successful growth over the years, expansion of new programs and services to the Tribe have come to fruition.



This tribal success has come with challenges as the internal organizational infrastructure hasn't kept pace with program and service delivery. This lack of structure is especially acute with human resource systems, policies, and processes requiring the need to jump start a full-fledged, professional HR operation to administratively support programs and services in place, and new tribal initiatives underway. The HR unit consists of the HR Director, an HR Manager, HR Generalist, and a shared administrative support staff member.

The priority for this role is to establish and maintain an HR infrastructure for the organization. This includes development and implementation of HR programs, policies & workflows, organizational systems such as an HRIS and other reporting and tracking systems, enhancing the classification and compensation structure, implementing proactive, inclusive and aggressive recruitment practices, and developing and introducing performance management and organizational development programs. It's expected the HRD will develop comprehensive HR programs based on pragmatic, service oriented best practices that are aligned with the strategic goals of the tribe.

This position will require a strategic, productive, and results oriented HR generalist with an active, hands-on orientation. A leadership style that develops and maintains strong organizational relationships and facilitates a team culture with a common sense of mission is essential to this role. Excellent verbal, written, and analytical skills are vital in this position.

This position requires at least 10 (ten) years of generalist human resources experience with several of those years at an executive level and managing staff. This experience base can come from a range of industries including government, education, health/medical, or other environments where a blend of regulatory and entrepreneurial considerations exist. A Bachelor's degree in a related field or a combination of experience to demonstrate competency in required skillsets is required. A Master's degree and SHRM-CP/SCP certification will be looked at favorably. Additionally, an understanding of the federal structure under which the tribal organization operates is desirable, although the position doesn't require an expert in Indian operations nor is there an expectation of prior experience within a tribal organization.

## Compensation and Benefits

The Federated Indians of Graton Rancheria provides an exceptional salary and benefits program for employees. The salary range for this position is \$125,000 – \$175,000 annually, depending on qualifications. The comprehensive benefits program provided to all full-time and part-time regular employees (20+ hours weekly) includes:

- ◆ Medical Insurance – At no cost to the employee
- ◆ Vision Insurance – At no cost to the employee
- ◆ Dental Insurance – At no cost to the employee
- ◆ 401(k) – Participation after six months employment
- ◆ Long-term Disability Income Insurance – At no cost to the employee
- ◆ Holidays – 11 paid holidays annually
- ◆ Personal Time Off (PTO) – accrued based on hours worked
- ◆ Employee Assistance Program



## The Process

To pursue this compelling career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is March 5, 2021.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or by email at [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or Bill Lopez at 408.888.4099 or by email at [williaml@averyassoc.net](mailto:williaml@averyassoc.net).