

**TITLE 2 – GOVERNMENT ADMINISTRATION
PART II – DEPARTMENTS; DIVISIONS
CHAPTER 2-7 HUMAN RESOURCES**

TABLE OF CONTENTS

SUBCHAPTER A		GENERAL PROVISIONS	
Section 10	Purpose		1
Section 20	Short Title; Codification		1
Section 30	Establishment		1
Section 40	Purpose of Department.....		1
Section 50	Mission.....		1
SUBCHAPTER B		DIRECTOR	
Section 60	Creation and Appointment		1
Section 70	General Duties of Director		2
Section 80	Supervisory Duties and Authorities of Director.....		2
SUBCHAPTER C		ORGANIZATION	
Section 90	Organization.....		2
SUBCHAPTER D		AUTHORIZED PROGRAMS	
Section 100	Authorized Programs		3
SUBCHAPTER E		PROGRAM EVALUATION AND MONITORING	
Section 110	Program Evaluation and Monitoring.....		3
Section 120	Reporting		3

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SUBCHAPTER A GENERAL PROVISIONS

Section 10 Purpose (2 PYTC § 2-7-10)

The purpose of this subchapter is to establish the Human Resources Department of the Pascua Yaqui Tribe and to provide authorization and guidance for its operation.

Section 20 Short Title; Codification (2 PYTC § 2-7-20)

This ordinance shall be known as the “Pascua Yaqui Human Resources Ordinance of 2008”

Section 30 Establishment of the Human Resources Department (2 PYTC § 2-7-30)

- (A) The organizational division to be known as the Pascua Yaqui Human Resources Department is hereby created as a division of the Executive Branch of the Pascua Yaqui Tribal Government.
- (B) If any section or part of this Chapter is later determined to be void or unenforceable, the remainder of this Chapter shall nevertheless remain in full force and effect, unless this Chapter, without said void or unenforceable section or part, fails in its purpose.

Section 40 Purpose of Department (2 PYTC § 2-7-40)

To serve the Tribe by creating a positive work environment that attracts, develops and fosters a workforce committed to the Tribe’s mission and vision.

Section 50 Mission (2 PYTC § 2-7-50)

It is its mission of the Human Resources Department to recruit and retain a highly qualified diverse workforce; facilitate positive employee relations; training to enhance employees skills, performance and job satisfaction.

SUBCHAPTER B DIRECTOR

Section 60 Director (2 PYTC § 2-7-60)

- (A) The position of Director of the Human Resources Department is hereby created. The Human Resources Department shall consist of a “Director of Human Resources: and such offices necessary for the execution of its mission, performance of its mandated functions, and to achieve its annual goals and objectives.
- (B) The Director shall not be deemed to be a “tribal officer” as defined in Article VII of the Constitution of the Pascua Yaqui Tribe; and
- (C) The Director shall be nominated by the Chairperson and must be approved by the Tribal Council by majority vote of the entire Council. Approval by the Tribal Council will constitute appointment to the position of Director.

- (D) The Director will be a full-time employee of the Tribe and will be paid compensation commensurate with his or her skills, education, experience, and responsibilities within the standards of compensation, if any, established by the Tribe.
- (E) The Director must report to, and will be directly supervised by the Chairperson.
- (F) The Director serves at the pleasure of the Tribal Council, and may be removed from that position at the absolute discretion of the Tribal Council by a majority vote of the entire council.

Section 70 General Duties of Director (2 PYTC § 2-7-70)

- (A) The Director will administer, supervise, and direct the activities of the Human Resources Department.
- (B) The Director will advise the Chairperson regarding:
 - (1) The policies and procedures of the department.
 - (2) The program administered by the department.
 - (3) External legislation or regulation in Human Resources;
 - (4) Grant opportunities that best support the mission and vision of the Tribe.

Section 80 Supervisory Duties and Authorities of Director (2 PYTC § 2-7-80)

- (A) The Director has authority to select, appoint, and hire employees necessary to carry out the laws, regulations, policies and programs adopted by the Tribal Council including, but not limited to;
 - (1) Hiring authority, subject to the policies and procedures of the Tribe's Employee Handbook and personnel policies;
 - (2) Termination authority, subject to policies and procedures of the Tribe's Employee Handbook and personnel policies;
 - (3) Personnel discipline;
 - (4) Personnel performance review;
 - (5) Personnel job assignments;
- (B) The Director has authority to delegate any function, powers, and authorities to other employees of the Department, except as may be prohibited by Tribal law.
- (C) The Director has budgetary authority for the Department.
- (D) The Director has authority to develop and implement internal policies for the efficient and effective administration of the Department.
- (E) The Director has signature authority for the Department, except as may be permissibly delegated.

SUBCHAPTER C ORGANIZATION

Section 90 Organization (2 PYTC § 2-7-90)

- (A) The Department consists of a Director and such departments and offices necessary for the execution of its mission, performance of its mandated functions, and to achieve its long and short term goals and objects.
- (B) The Department may employ staff professionals, support personnel, and/or contract with professional service firms as the Director determines, consistent with the laws of the Tribe and approved budgetary authority.
- (C) The Department must maintain a current organizational chart. The organizational chart accompany its annual budget submission and any budget modification requests during the fiscal year, in accordance with the Tribe's Fiscal Year Management Ordinance.

SUBCHAPTER D AUTHORIZED PROGRAMS

Section 100 Authorized Programs (2 PYTC § 2-7-100)

- (A) The Division will have the following authorized programs, and such other programs as the Tribal Council or the Chairperson may assign.
 - (1) Administrative Support
 - (2) Employment & Placement Unit
 - (3) Training Unit
 - (4) Compensation & Benefits Unit
 - (5) Workforce Development: Workforce Development provides quality employment and training services to constituents of the Pascua Yaqui Tribe.

SUBCHAPTER E PROGRAM EVALUATION AND MONITORING

Section 110 Program Evaluation and Monitoring (2 PYTC § 2-7-110)

- (A) The Director must conduct ongoing evaluation of all programs under his or her control.
- (B) The Director must monitor all programs under his or her control on a regular basis.
 - (1) In the event the Director discovers any irregularity in a program under his or her control, he or she must report that irregularity to the Chairperson.

Section 120 Reporting (2 PYTC § 2-7-20)

- (A) The Director will provide reports and meet with the Chairperson and the Tribal Council on the Department's operations and significant activities on a regular basis.
- (B) The Director must report to the Council on programs under his or her control on a schedule determined by the Tribal Council.