
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe



Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

- Title:** Human Resources Director
- Reports To:** Tribal Chairman/Tribal Council
- Location:** Happy Camp Administration Office
- Supervises:** Administration Receptionist, Administrative Custodian, Clerical Assistant
- Salary:** \$55, 000 to \$70,000, depending on experience
- Classification:** Full Time, Regular, Exempt
- Summary:** Shall manage, coordinate, and organize the personnel programs, operations, and functions of the Tribe. Shall supervise and oversee duties of the Administration Receptionist, and Administrative Custodian and shall provide general supervision of the Clerical Assistant. Shall continually assess and improve employer-employee relations, perform a variety of professional personnel activities, and be available to assist with program planning and strategy as needed.

OPEN UNTIL FILLED.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (530) 493-5322, Email: jphelps@karuk.us

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Position Description

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Classification: Full Time, Regular, Exempt

Summary: Shall manage, coordinate, and organize the personnel programs, operations, and functions of the Tribe. Shall supervise and oversee duties of the Administration Receptionist, and Administrative Custodian and shall provide general supervision of the Clerical Assistant. Shall continually assess and improve employer-employee relations, perform a variety of professional personnel activities, and be available to assist with program planning and strategy as needed.

Responsibilities:

1. Shall plan, organize, coordinate and manage personnel functions including, but not limited to: recruitment, selection, classification, wage and salary, employee/employer relations, personnel file maintenance and employee benefits in close coordination with the Tribal Council.
2. Shall advise and counsel management and employees on matters pertaining to customer relations, employee evaluations, employee training plans, corrective action plans, employee/employer relations, grievances, complaints, disciplinary actions, etc. in accordance with Tribal policies and applicable laws.
3. Shall maintain current Tribal Personnel Policies and Procedures, develop, recommend, and implement new policies and procedures and forward comments and suggestions to the Tribal Council as necessary.
4. Shall maintain the confidentiality and security of all personnel records. Shall audit all personnel files for completeness and notify employees and Directors of corrective measures as needed.
5. Shall post vacancies in compliance with the Personnel Policy Manual. Shall develop accurate position descriptions prior to posting positions, including obtaining Tribal Council approval when necessary. Shall be available to answer any questions applicants may have regarding a vacancy.

Shall receive and safeguard employment applications and purge as necessary.

6. Shall coordinate with Directors and TERO on selection of applicants to be interviewed and compose an interview panel in compliance with policy. Shall ensure interviews are conducted with applicants selected and notifications of times and locations are completed. Following interviews, shall ensure all applicants are notified of selections in a timely manner. Shall ensure interview packets are prepared, including coordinating with Directors to establish interview questions and/or format any necessary job related efficiency tests.
7. Shall ensure all new employees receive or have direct access to the Personnel Policy Manual, any updates, or reminders pertaining to them and be available to answer employee questions. Shall prepare and maintain all forms necessary to orient new employees. Shall either perform the orientation or forward paperwork to the Supervisor and be available for guidance.
8. Shall receive and process all paperwork for new employees, forwarding information to other departments as necessary. Shall schedule all drug screens and criminal background checks for employees and notify them of time and location of test, ensuring that they have the proper paperwork to take to their appointment.
9. Shall serve and act as a liaison to the Karuk Tribal Directors and all other staff, being well versed in assisting all employees at varying levels, ensuring open and successful recommendations are provided and enacted.
10. Shall maintain an electronic database of personnel information and produce reports as requested.
11. Shall review and maintain documentation pertaining to employee benefits (medical, dental, vision, life, COBRA, etc.) and be available to answer employee questions. Shall monitor monthly reports and add/delete employees as necessary. Shall maintain open communication with the Fiscal Department regarding employee benefits packages.
12. Shall provide support in the annual California Highway Patrol (CHP) review process for commercial drivers related to DMV pull notices, random drug screenings, and timekeeping records.
13. Shall provide support to programs to roll fingerprints and process Live Scan requests for employees, Council members (and candidates), volunteers and contractors requiring criminal history checks as outlined in the Personnel Policy Manual and/or Tribal Constitution including serving as the Adjudicating Official processing results in accordance with applicable policies and laws.
14. Shall be available to provide notary services to Tribal departments, members, and descendants and additionally to community members as schedule allows.
15. Shall oversee keys, passcodes, or key cards issued to employees and other authorized individuals to offices in the Tribal Organization

16. Shall assist with planning for annual events of the Tribe including the Tribal Reunion, Staff Awards Banquet, and Employee Relations Day.
17. Shall provide supervision to the Administrative Receptionist, Administrative Custodian and Clerical Assistant as well as oversee the Contract of the Tribal Council Cook.
18. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
19. Shall be polite and maintain a priority system in accepting other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have a basic understanding of Labor Laws and be able to evaluate risk in employee-employer relations.
5. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess a BA degree in business administration or 4 year's experience in related field. Progressively responsible work experience in a similar occupation may be substituted for the educational requirement. Demonstrated ability to work effectively in a Tribal government environment highly preferred.
2. Must have excellent organizational skills and be able to work independently. Must be able to coordinate and/or perform multiple tasks of complex nature requiring discerning judgment and ability to delegate effectively.
3. Must have demonstrated ability to speak clearly and assertively in face-to-face, as well as telephone communications.
4. Must have excellent computer skills with knowledge of Microsoft Office including Word and Excel. Must have excellent clerical skills and the ability to manage in excess of 200 employee personnel records.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must adhere to confidentiality and HIPAA policies.

7. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: 6/27/02, Revised 3/24/05, Revised 12/2010, Revised 3/2012, Revised 7/2014

Chairman's Signature: _____

Employee's Signature: _____