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**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

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**Karuk Dental Clinic**

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

## Vacancy Announcement

(Internal Posting)

- Title:** Senior Research and Policy Advisor
- Reports To:** Director of Natural Resources and Environmental Policy, or designee
- Location:** Department of Natural Resources (DNR), Orleans, California (Hybrid Remote/In-Person or Fully Remote, Negotiable at point of Hire)
- Classification:** Non-Exempt, Regular, Full-Time or Part-Time (30 or more hr/week) – Negotiable and determined at point of hire
- Wage:** \$39.69 to \$51.91 per hour, depending on education, experience, and qualifications
- Summary:** The Senior Research and Policy Advisor works under the guidance of the Director of Natural Resources and Environmental Policy, or designee, to provide strategic direction, guidance, and support for natural resources-related research and environmental policy efforts. This position serves in an advisory, coordination, and collaborative capacity for the Department’s research and policy priorities. Incumbent shall work cooperatively with Natural Resources Department staff, contractors, collaborators, and other partners to help achieve the goals of the Karuk Department of Natural Resources. This position is responsible for ensuring that research and policy efforts support and advance tribal sovereignty and balance Traditional Ecological Knowledge/Indigenous Knowledge with Western Science in a manner consistent with Karuk tradition, custom, culture and Indigenous principles; encouraging and directing research to advance tribal natural resource goals and objectives and to substantiate tribal land and resource management strategies; and supporting the development of policies, programs, collaborations, and partnerships that work toward revitalizing a healthy ecosystem under the principles of self-governance and self-determination.

**Application Deadline: July 24, 2023 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://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](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## POSITION DESCRIPTION

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### Responsibilities:

1. Responsible for supporting and advising the Director of Natural Resources (DNR) and Environmental Policy on priority setting for natural resources-related research and policy, and providing input, guidance and review of priority research and policy related documents.
2. Works collaboratively with Department and Tribal staff to support natural resources-related government-to-government consultation and policy processes.
3. Collaborates with Tribal staff, agency personnel, researchers, consultants, collaborators, and policymakers in the development, refinement, and implementation of tribal, state, and federal policies that advance the mission and goals of the Karuk Tribe Department of Natural Resources.
4. Maintains active participation in priority policy forums as assigned.
5. Ensures the maintenance and implementation of grants, agreements, contracts and compacts relevant to position functions.
6. Contributes to, guides, and writes position-related grant proposals that will help to further develop capacity to achieve department research and policy goals.

7. Works with the Department's Administrative and Development Branch to assure the complete, accurate, and timely submission of items requiring administrative approvals.
8. Responsible for the completion of research- and policy-related reports and documents, and coordinate Tribal Council Approvals as needed.
9. Contributes actively in outreach opportunities that further the goals of the Department.
10. Ensures they are available for local and out of the area travel as required or requested.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrated baseline knowledge of Karuk traditional food and fiber resources, including the types of management practices one may need to pursue in order to revitalize traditional practices, purposes, and uses of these materials.
2. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
3. Demonstrated ability to work effectively with researchers, policymakers, agency personnel, and the greater community in culturally diverse environments.
4. Experience related to Traditional Ecological Knowledge (TEK) and Indigenous Knowledge, Practice, and Belief Systems (IKPBS) preferred.
5. Experience and knowledge related to traditional land management preferred.
6. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
7. Displayed ability to establish and maintain harmonious working relationships with other employees and the public.
8. Demonstrated ability to understand and follow oral and written instructions.
9. Experience related to academic research and university systems preferred.
10. Experience related to policymaking at the federal, state, and local levels preferred.

**Requirements:**

1. Experience and/or education:
  - a. Master's degree plus 4 years' experience in???? Detail acceptable experience , with 2-years intergovernmental experience.
  - b. An equivalent combination of education and related experience will be considered on a year for year basis.
2. Must have demonstrated experience in grant writing, budgeting, and possess extensive technical writing/mathematic skills.
3. Must be able to complete required training, attend meetings and functions as requested, including those that occur outside the traditional 8-5 workday, and travel for extended periods

as needed.

4. Must have high respect for and fundamental understanding of Indigenous cultures, preferably that of the Karuk.
5. Must exhibit excellent communication and collaborative capabilities.
6. Must be proficient in use of Microsoft Office professional suite and capable of developing complex spreadsheet applications for task tracking and reporting purposes.
7. Must have the ability to operate effectively when assigned to a remote work environment.
8. Must be effective, efficient, productive, and timely in regard to coordinating teams and/or delegating tasks and producing multiple and measurable outcomes while working in a remote environment.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must successfully pass a pre-employment drug screening test and criminal background check, as well as comply with the health requirements for working in local schools.
11. Must adhere to the policies and procedures of the Karuk Tribe.

**Physical and Environmental Requirements:** None specified.

**Tribal Preference Policy:** In accordance with the Indian Preference Act of 1934, (title 25, USC, Section 47) and 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.

**Review Committee Approved:** July 19, 2023\_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_