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



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

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

Vacancy Announcement

Title: Human Resources Director

Reports to: Executive Director

Location: Happy Camp, CA

Assigned Office Location: Happy Camp, CA

Supervises: HR Staff and Front Office Manager.

Salary: \$105,000 - \$130,000/DOE

Classification: Full-Time, Regular, Exempt

Summary: Directs, coordinates, and organizes the personnel programs, operations, and functions of the Tribe. Supervises and oversees the duties of the Human Resources (HR) staff and Front Office Manager. Assess and improves employer-employee relations, performs a variety of HR-related tasks including employee relations, compensation/pay, training & development, benefit administration, coaching/counseling, and be available to assist with program planning and strategy as needed.

Application Deadline: July 10, 2025 by 5:00 PM

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 Resources, Telephone (530) 493-1600 ext. 7034 / 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

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Responsibilities:

1. Plans, organizes, coordinates and manages HR-related functions including, but not limited to: recruitment, selection, classification, salary and compensation, employee/employer relations, personnel file maintenance and employee benefits in close coordination with the members of the Tribe's Management team or in their absence, his/her designee.
2. Advises and counsels 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. Maintains Tribal Personnel Policies and Procedures, develops, recommends, and implements new policies and procedures and forwards comments & suggestions to the Tribal Council as necessary.
4. Drafts timely, clear and concise policies and ensures approved policies are updated and distributed to all staff and directors.
5. Maintains the confidentiality and security of all personnel records. Ensures the timely audit of all personnel files for completeness and notify employees and Directors of corrective measures as needed.
6. Ensures vacancies are posted in compliance with the Personnel Policy Manual. Develops accurate position descriptions (job descriptions) prior to posting, including obtaining Review Committee approval when necessary. Be available to answer any questions applicants may have regarding a vacancy. Receives and safeguards employment application packets and purge as necessary.

7. Serves as a member of the Management Team and provides skilled knowledge in trends and patterns related to Human Resources. Ensures adequate reports, salary comparisons and best practices are followed.
8. Conducts and reports on investigations into policy or code of conduct violations or as directed by Council; responds to claims for unemployment or other state-provided benefits (i.e., Disability, Family Leave, etc.)
9. Assists Payroll with required reports, garnishments, etc.
10. Assists with Tribal Communications as directed by Tribal Council or Supervisor.
11. Coordinates with Directors and TERO on selection of applicants to be screened and interviewed & compose an interview panel in compliance with policy. Ensures interviews are conducted with applicants selected and notifications of times and locations are completed. Following interviews, ensures all applicants are notified of selections in a timely manner. Ensures interview packets are prepared, including coordinating with Directors to establish interview questions and/or format any necessary job-related efficiency tests.
12. Ensures 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. Ensures new employee orientation and training program is current and completed with every new employee hired. Prepares and maintains all forms necessary to orient new employees. Shall be available to supervisors for guidance and shall monitor the orientation process to ensure accuracy, completeness and consistency.
13. Receives and processes all paperwork for new employees, forwarding information to other departments as necessary. Schedules 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.
14. Serves and acts 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.
15. Maintains an electronic database of personnel information and produce reports as requested. Responsible for researching and implementing database and software upgrades as needed.
16. Reviews and maintains documentation pertaining to employee benefits (medical, dental, vision, life, 401k, Consolidated Omnibus Budget and Reconciliation Act (COBRA), etc.) and be available to answer employee questions. Monitors monthly reports and add/delete employees as necessary. Maintains open communication with the Fiscal Department regarding employee benefits packages, compensation, pay and other fiscal related employee processes.
17. Provides support in the annual California Highway Patrol (CHP) review (auditing) process for commercial drivers related to the Department of Motor Vehicle (DMV) pull notices, random drug screenings, and timekeeping records.
18. Provides 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 an Adjudicating Official processing results in accordance with applicable policies and laws.
19. Oversees keys, passcodes, or key cards issued to employees and other authorized individuals to offices in the Tribal Organization.
20. Assists with planning for annual events of the Tribe including the Tribal Reunion and other staff banquets as requested.
21. Provides supervision to HR staff members and to the Front Office Manager and in his/her absence, their staff.
22. Be available for local and out of the area travel as required for job related training. Attends all required meetings and functions.

23. Shall be polite and maintain a priority system in accepting other job-related duties as assigned.

Qualifications:

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

Requirements:

1. Must possess a Bachelor's degree in Human Resources, Business Administration or related field and 3 year to 5 years of progressive Human Resources related experience with demonstrated track record of increasing responsibilities.
2. Must have 5 years of experience managing a human resource team.
3. Demonstrated experience working effectively in a sovereign Tribal Government environment and/or Human Resources program.
4. Must have background in providing HR related trainings and/or orientations to employees.
5. Extensive knowledge of labor laws and regulations, including Federal, State and Tribal laws and/or mandates.
6. 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.
7. Must have demonstrated ability to speak clearly and assertively in face-to-face, as well as telephone communications.
8. Must have excellent computer skills with expert knowledge of Microsoft Office including Word, PowerPoint, and Excel.
9. Must have excellent clerical skills and the ability to manage in excess of 300 employee personnel records.
10. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
11. Must adhere to confidentiality policies.
12. 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.

Review Committee Approved: June 24, 2025

Employee's Signature: _____