
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 Manager

Reports To: Human Resources Director

Location: Happy Camp

Assigned Work Location: Happy Camp, CA

Salary: \$70,000-\$85,000 Annually, DOE

Classification: Full Time, Regular, Exempt

Summary: The HR Manager is responsible for assisting the HR Director and department in the development and implementation of key HR strategies and initiatives aligned with the Tribe's culture and business needs. Oversees the recruitment and selection process and ensures compliance with all Tribal, Federal and state laws; provides leadership in areas such as workforce planning, talent acquisition, employee relations, performance management, and employee development. Assist with the administration of HR/Payroll related functions and benefits. Reinforces tribal culture.

Application Deadline: August 21, 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. Assists with and oversees the planning, 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 Human Resources Director.
2. 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 ensures the safe storage of employment application packets, personnel files and purges as necessary.
3. In the absence of the Director, advises and counsels management and employees on matters pertaining to personnel 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.

4. Assists with or drafts timely, clear and concise policies and ensures approved policies are updated and distributed to all staff and directors.
5. Assists the Director and tribal leadership in the development and implementation of a Tribal wide Succession Plan.
6. Ensures the confidentiality and security of all personnel records and personnel matters.
7. Assists Payroll with required reports, garnishments, etc., ensures timely submission of Personnel Action Notices (PANS) and other required documentation.
8. Assists with Tribal Communications as directed by Director or Tribal Council.
9. Oversees selection of applicants to be screened and interviewed and 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.
10. Ensures all new employees receive or have direct access to the Personnel Policy manual, any updates, or reminders pertaining to the m 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.
11. Oversees the staff to ensure the receipt and processing of 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.
12. Maintains an electronic database of personnel information and produce reports as requested. Responsible for researching and implementing database and software upgrades as needed.
13. Ensures the review and administration of 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.
14. May provide support as required 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 record; provides support to the State Audit regarding Head Start Programs.
15. 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.

16. Assists in the receipt, inventorying and logistics regarding keys, passcodes, or key cards issued to employees and other authorized individuals to offices in the Tribal Organization.
17. Assists with planning for annual events of the Tribe including the Tribal Reunion and other staff banquets as requested.
18. In the absence of the Director, provides supervision to HR Generalists and to the Front Office Manager and in his/her absence, their staff.
19. Coordinates assigned tribal events.
20. Creates brochures, training materials, multimedia visual aids and presentations.
21. Coordinates & oversees Tribe's educational reimbursement and other training programs.
22. Adheres to Tribe's and Program's confidentiality and personnel policies.
23. Be available for local and out of the area travel as required for job related training and various activities.
24. Attends all required meetings, trainings and functions.
25. Be polite and maintain a priority system in accepting other job-related duties as assigned.

Qualifications:

1. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
2. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
4. Demonstrated ability to understand and follow oral and written instructions.
5. General knowledge of employment laws, practices, course development.
6. Demonstrates ability to use a variety of computer programs and in particular understand, and when necessary, operate software such as Windows 10 and MS Office Suite applications.
7. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. A bachelor's degree in human resources or related field; minimum of three (3) years progressive experience in human resources, training and development, leadership or a related field or a combination using a year for year model.
2. Excellent written verbal and interpersonal communication skills; comfortable presenting to large groups.
3. Ability to work with people from different backgrounds and levels of expertise.
4. Must have excellent computer skills in a Microsoft Windows environment. Must include Excel, PowerPoint, Access, Publisher, Visio and demonstrated skills in database management and record keeping.
5. Must be a self-starter, well organized, and willing to learn new skills.
6. Demonstrated ability to accomplish goals both through collaborative teamwork as well as self-directed autonomy.
7. Must have evidence of the practice of a high level of confidentiality.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must successfully pass a pre-employment drug screening test.
10. 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.

Committee Approved: August 6, 2025

Employee's Signature: _____

**** Employees must sign position descriptions annually, during their evaluation.**