
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

Second Posting Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

Human Resources Manager
(\$40-55,000 per year, depending on experience)

This is a full time position based in the Happy Camp Administration Office.

The Human Resources Manager shall plan, organize, coordinate, and manage the personnel management programs, operations, and functions of the Tribe. Shall supervise and oversee duties of the Administration Receptionist, and Administrative Custodian. Shall assist with employer-employee relations, perform a variety of professional personnel activities, and do related work as required.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **Tribal (TERO)** and **Veteran's Preference** shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application to Sara Spence no later than 5pm, Friday, June 22, 2012.

Position Posted On: 6/12/2012 5:20 PM

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Position Description

Title: Human Resources Manager

Reports To: Tribal Chairman/Tribal Council

Location: Happy Camp Administration Office

Supervises: Administration Receptionist, Administrative Custodian

Salary: \$40,000 to \$55,000, depending on experience

Classification: Full Time, Regular, Exempt

Summary: Shall plan, organize, coordinate, and manage the personnel management programs, operations, and functions of the Tribe. Shall supervise and oversee duties of the Administration Receptionist, and Administrative Custodian. Shall assist with employer-employee relations, perform a variety of professional personnel activities, and do related work as required.

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/employer relations, grievances, complaints, disciplinary actions, etc. in accordance with Tribal policies and applicable laws.
3. Shall maintain current Tribal Policies and Procedures, develop, recommend, and implement new policies and procedures and forward comments and suggestions 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 missing documentation as needed.
5. Shall post vacancies in compliance with the Personnel Policy Manual. Shall develop accurate position descriptions prior to posting positions, including obtaining 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 set up interviews with applicants selected and notify them of their interview times and locations. Following interviews, shall notify applicants not selected in a timely manner. Shall prepare interview packets including coordinating with Directors to establish interview questions and conducting necessary typing or other clerical efficiency tests.
7. Shall orient all new employees to the Personnel Policy Manual 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.
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 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 descendents and additionally to community members as schedule allows.
15. Shall serve as Editor for the Quarterly Karuk Tribe Newsletter/Newsmagazine ensuring accuracy of information, proofreading, and ensuring timely approval by Tribal Council, printing, and mailing.
16. Shall oversee keys issued to employees and other authorized individuals to offices in the Happy Camp Administrative Complex.

17. Shall assist with planning for annual events of the Tribe including the Tribal Reunion, Staff Awards Banquet, and Employee Relations Day.
18. Shall provide supervision to the Administrative Receptionist and Administrative Custodian and oversee the Contract of the Tribal Council Cook.
19. 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.
20. 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 the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess high school diploma or equivalent. AA or BA degree in business administration or related field preferred. Progressively responsible work experience in a similar occupation may be substituted for the educational requirement. Demonstrated ability to work effectively in 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 will knowledge of Microsoft Office including Word and Excel. Must have excellent clerical skills and the ability to manage in excess of 165 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

Chairman's Signature: _____

Employee's Signature: _____