
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: HR Generalist

Reports To: HR Director

Location: Happy Camp Administration Office

Assigned Work Location: Happy Camp, CA

Salary: \$25 to \$36/per hour, DOE

Classification: Full Time, Regular, Non-Exempt

Summary: The Human Resources' (HR) Generalist performs day-to-day operations of the HR office. The HR Generalist assists in the administration of the human resources policies, procedures, and programs. He/she carries out responsibilities in employee relations, training and development, benefits, compensation, organizational development, and recruiting/employment.

Application Deadline: July 8, 2024 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 Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

Position Description

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Responsibilities:

1. Maintains the confidentiality and security of all personnel records. Audits all personnel files for completeness. Maintains files and keeps current.
2. Posts vacancies in compliance with the Personnel Policy Manual. Receives and safeguards employment applications. Facilitates the pre-employment process including screenings, interviews and offers/counter offers.
3. Ensures interviews are conducted with applicants selected through the screening process 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 Council Members, Directors & Managers to establish interview questions and/or format any necessary job-related efficiency tests.
4. Prepares and maintains forms necessary to orient new employees. Performs or oversees new hire orientation and forwards paperwork to the Supervisor for completion; provides guidance as required..
5. Receives and processes paperwork for new employees, forwarding information to other departments as necessary. Schedules drug screens and criminal background checks for employees and notifies them of time and location of test, ensuring that they have the proper paperwork to take to their appointment.
6. Maintains an electronic database of personnel information and produce reports as requested.
7. Processes employee Personnel Action Notices (PANs).
8. Ensures compliance with all Tribal and Federal labor laws.
9. 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.

10. Assists with personnel policy updates.
11. Assists with benefits administration and management.
12. Assists with 180 day and annual reviews.
13. Assists with the implementation of the performance management program
14. Assists with the establishment of an in-house employee training and orientation programs.
15. Assists with providing the necessary education and materials to managers and employees including workshops, manuals, and handbooks.
16. Oversees or supports the administration of keys, passcodes, fobs or key cards issued to employees and other authorized individuals to offices in the Tribal Organization.
17. Assists with planning annual events of the Tribe including the Tribal Reunion and other staff banquets, as requested.
18. Make themselves available for local and out of the area travel as required for job related training. Attends all required meetings and functions.
19. 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 the ability to understand and follow oral and written instructions.
5. Working knowledge and ability to coach management and employees on Tribal, Federal and applicable State laws and practices.
6. Has the ability to pass an HR Certification exam and keep it current.

Requirements:

1. High school graduate with at least two years of experience in an office environment performing such tasks as keyboarding, filing, answering phones, managing spreadsheets, working with employee records, etc. Human Resources experience preferred.
2. The ability to earn an HR Certificate (Society of Human Resources Management [SHRM] or National Native American Human Resources Association [NNAHRA]) within one year of hire. AA/AS degree preferred.

3. Must have excellent computer skills in a Microsoft Windows environment. Must include Excel, Word and Visio experience and demonstrated skills in database management and record keeping.
4. Must have demonstrated ability to speak clearly and assertively in face-to-face, as well as telephone communications.
5. Demonstrated ability to accomplish goals both through collaborative teamwork as well as self-directed autonomy.
6. Must have excellent interpersonal & organizational skills.
7. Must have evidence of the practice of a high level of confidentiality. Working knowledge of the Health Information Protection and Portability Act (HIPAA).
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to confidentiality and HIPAA policies.
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.

Review Committee Approved: June 24, 2024

Employee's Signature: _____