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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 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

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## Vacancy Announcement

(Internal Posting)

**Title:** Human Resources Director  
**Reports to:** Executive Director  
**Location:** Happy Camp Administration Office  
**Supervises:** HR Personnel and Front Office Manager.  
**Salary:** \$70,000 to \$95,000, depending on experience  
**Classification:** Full-Time, Regular, Exempt

**Summary:** Shall manage, coordinate, and organize the personnel programs, operations, and functions of the Tribe. Shall supervise and oversee duties of the HR Personnel, and Front Office Manager. Shall continually assess and improve employer-employee relations, perform a variety of professional personnel activities, and be available to assist with program planning and strategy as needed.

**Application Deadline: April 14, 2022 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. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## Position Description

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**Location:** Happy Camp Administration Office

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### 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 Executive Director.
2. Shall advise and counsel 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. Shall maintain Tribal Personnel Policies and Procedures, develop, recommend, and implement new policies and procedures and forward comments and suggestions to the Tribal Council 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 corrective measures as needed.
5. Shall post vacancies in compliance with the Personnel Policy Manual. Shall develop accurate position descriptions prior to posting positions, including obtaining Review Committee 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 serve as a member of the Management Team and provide skilled knowledge in trends and patterns related to Human Resources. Shall ensure adequate reports, salary comparisons and best practices are followed.
7. Shall coordinate with Directors and TERO on selection of applicants to be interviewed and compose an interview panel in compliance with policy. Shall ensure interviews are conducted with applicants selected and notifications of times and locations are completed. Following interviews shall ensure all applicants are notified of selections in a timely manner. Shall ensure interview packets are prepared, including coordinating with Directors to establish interview questions and/or format any necessary job-related efficiency tests.
8. Shall ensure 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. Shall ensure new employee orientation and training program is current and completed with every new employee hired. Shall prepare and maintain all forms necessary to orient new employees. Shall either perform the orientation or forward paperwork to the Supervisor, be available for guidance and monitor supervisors to ensure the orientation is complete.
9. 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.

10. 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.
11. Shall maintain an electronic database of personnel information and produce reports as requested. Responsible for researching and implementing database and software upgrades as needed.
12. Shall review and maintain documentation pertaining to employee benefits (medical, dental, vision, life, 401k, COBRA, etc.) and be available to answer employee questions. Shall monitor monthly reports and add/delete employees as necessary. Shall maintain open communication with the Fiscal Department regarding employee benefits packages.
13. 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.
14. 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 the Personnel Policy Manual and/or Tribal Constitution including serving as the Adjudicating Official processing results in accordance with applicable policies and laws.
15. Shall oversee keys, passcodes, or key cards issued to employees and other authorized individuals to offices in the Tribal Organization.
16. Shall assist with planning for annual events of the Tribe including the Tribal Reunion and other staff banquets as requested.
17. Shall provide supervision to HR Personnel and to the Front Office Manager.
18. 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.
19. 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 a robust understanding of Labor Laws and be able to evaluate risk in employee-employer relations.
5. Have 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 years of Human Resources related experience with demonstrated track record of increasing responsibilities.
2. Must have 5 years of experience managing a human resource or business-related department or program.
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 knowledge of Microsoft Office including Word and Excel.
9. Must have excellent clerical skills and the ability to manage in excess of 250 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.

**Council Approved:** 6/27/02    **Revised:** 12/2010, 3/2012, 7/2014, 8/9/18, 10/11/18, 2/25/21

**Review Committee Approved:** April 4, 2022

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