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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:** HR Coordinator

**Reports To:** HR Director

**Location:** Happy Camp Administration Office

**Salary:** \$16.83 to \$21.64 per hour, depending on experience

**Classification:** Full Time, Regular, Non-Exempt

**Summary:** The HR Coordinator shall perform the day-to-day operations of the HR office. The HR Coordinator 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 employment.

### **Application Deadline: December 3, 2018**

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: (530) 493-5322, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

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## Position Description

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**Summary:** The HR Coordinator shall perform the day-to-day operations of the HR office. The HR Coordinator 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 employment.

**Responsibilities:**

1. Shall maintain the confidentiality and security of all personnel records. Shall audit all personnel files for completeness. Keep files up to date.
2. Shall post vacancies in compliance with the Personnel Policy Manual. Shall receive and safeguard employment applications. Shall facilitate the pre-employment process.
3. 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.
4. Shall prepare and maintain forms necessary to orient new employees. Shall either perform the orientation or forward paperwork to the Supervisor and be available for guidance.
5. Shall receive and process paperwork for new employees, forwarding information to other departments as necessary. Shall schedule 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.
6. Shall help maintain an electronic database of personnel information and produce reports as

requested.

7. Shall process employee termination paperwork.
8. Shall help ensure compliance with labor laws.
9. 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.
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 system.
14. Assists with the establishment of an in-house employee training program.
15. Assists with providing the necessary education and materials to managers and employees including workshops, manuals, and handbooks.
16. Shall oversee keys, passcodes, or key cards issued to employees and other authorized individuals to offices in the Tribal Organization.
17. Shall assist with planning annual events of the Tribe including the Tribal Reunion and other staff banquets, as requested.
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 the ability to understand and follow oral and written instructions.
5. General knowledge of employment laws and practices.
6. Have 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. The ability to earn an HR Certificate within one year of hire.
2. Must have excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping.
3. Must have demonstrated ability to speak clearly and assertively in face-to-face, as well as telephone communications.
4. Demonstrated ability to accomplish goals both through collaborative teamwork as well as self-directed autonomy.
5. Must have excellent interpersonal skills.
6. Must have excellent organizational skills.
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 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.

**Council Approved: August 9, 2018 Revised: October 11, 2018**

**Chairman's Signature:** \_\_\_\_\_

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