

# SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT  
P.O. Box 0  
San Carlos, Arizona 85550  
(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler  
Tribal Chairman



Tao Etpison  
Tribal Vice-Chairman

## JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#22-025	October 20, 2021	November 3, 2021
POSITION TITLE AND DEPARTMENT	SALARY	
Human Resource Specialist San Carlos Apache College	\$42,000.00 - \$52,000.00 Per Annum.	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE  
(Applications must be received in the Human Resources Office by close of business on the closing date)

### CONDITIONS OF EMPLOYMENT:

- In accordance with the San Carlos Apache Tribe **Resolution No. AU-21-121**, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).
- Regular Full Time position. (non-exempt)
- Applicant will be subject to a Federal, State, County, Local and Tribal background check. *Note: Applicants must meet this requirement by completing Item No. 15, on the Application for Employment.*
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. *If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.*
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

### DUTIES AND RESPONSIBILITIES:

As a Human Resource Specialist, under the general supervision of the President of the College, the Human Resource Specialist is responsible for planning, organizing and directing the functions and operations of the college's Human Resource Department, consistent with the institution's mission, goals, and strategic plan. These functions include recruitment and selection, classification and compensation, employee benefits, environmental, health and safety, organizational development and training, payroll rate processing, labor relations, affirmative actions, and risk management. Work involves the application of professional knowledge and personal judgment to a variety of technical personnel and managerial problems and issues. Ensures compliance of applicable Tribal, State, and Federal laws and regulations related to confidentiality, integrity and accountability. Works collaboratively with unit supervisors, academic chairs, academic dean, vice presidents to implement policies related to academic credentialing, professional development, staffing needs, contracts, and relate personal processes and procedures. Manages the development and implementation of Human Resource Department goals, objectives, policies and priorities for each function. Meets with employees and their supervisors to identify and resolve workplace conflicts and other problems. Develops and administers the HR Department's annual budget. Coordinates the institution's major attraction events such as the Annual Employee Recognitions Events. Responsible for conducting wage surveys within labor markets to determine competitive wage rates. Analyzes wage and salary reports and data to determine competitive compensation plans. Responsible for records of personnel transactions

such as hires, promotions, transfers, performance reviews, and disciplinary actions including terminations. Explains Human Resource Department programs, policies and activities; negotiations and resolved sensitive and controversial issues. Oversees employee benefit program responsibilities by directing the administration of the group health insurance and life insurance plans, COBRA, HIPPA, FERPA, and FMLA. Analyzes existing benefit policies of the organization and prevailing practices among similar organizations to establish competitive benefit programs. Serves as HIPPA and FERPA privacy officer and ADA coordinator. Conducts internal investigations and resolves disputes; responds to Federal Equal Opportunity Employment Commission (EEOC), and San Carlos Apache Tribe labor-related complaints. Perform other duties as assigned.

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## QUALIFICATION REQUIREMENTS:

### Basic Requirements:

Successful completion of a course of study in an accredited two (2) year college that led to an AA/AAS degree in Human Resources, Business Management, Public Administration or closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

OR;

Candidates must have had five (5) years of specialized experience. Specialized experience is experience in Human Resources management, personnel administration or in a job related field OR; a combination of education and training in a job related field which demonstrates the knowledge, skill and abilities to perform the duties of the position. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of Human Resource policies and procedures, as well as Tribal, State, and Federal employment laws and policies.
2. Knowledge of successful practices to recruit, select/screen, reward, and develop employees.
3. Knowledge of COBRA, HIPPA, FERPA, and FMLA.
4. Ability to multitask with attention to detail.
5. Ability to create sound policies and procedures related to employee benefits such as housing and health/life insurance.
6. Ability to provide advice to managers/supervisor on all aspects of employee hiring, promotions, transfers, reprimands, or terminations.
7. Ability to conduct wage surveys within relevant labor markets to determine competitive wage rates.
8. Ability to collect, interpret and synthesize statistical and other data related to Human Resource and employee performance.
9. Ability to identify issues and resolve conflicts for a wide range of personnel and organizational issues.
10. Ability to communicate effectively with clients, staff and others.
11. Ability to plan, organize and prepare required reports.
12. Ability to maintain professionalism and a strict standard of confidentiality.
13. Ability to create a welcoming and safe environment for all employees.
14. Ability to relate to the San Carlos Apache history and culture as it relates to family and community.
15. Ability to assist in academic assessment, curriculum design and development, faculty evaluation and development, online instructional support, and the design/development of the "model" library system.

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## OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- INDIAN PREFERENCE: It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
  1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
  2. Enrolled member of the San Carlos Apache Tribe
  3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
  4. Other Native American
  5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
  6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the

hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

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HUMAN RESOURCES OFFICE CLEARANCE:

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**/s/Timecah Cosen**  
Human Resources Assistant

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**October 20, 2021**  
Date

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