

# TOHONO O'ODHAM NATION

## HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540 ~ Fax: (520) 383-4676

Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## Job Summary - November 16, 2015

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2016 Salary</u>
<b>Executive</b>					
4655	Executive Office	Administrative Assistant	<b>CR</b>	11/2/2015	\$ 14.92
4546	Executive Office	Office Specialist	<b>CR, CL</b>	10/26/2015	\$ 12.87
<b>General Support Services</b>					
4670	Human Resources	Human Resources Analyst		11/2/2015	\$ 47,233.00
4686	Department of Information & Technology	PC Technician	<b>CL, NEW</b>	11/16/2015	\$ 19.10
4687	Department of Information & Technology	Systems Administrator	<b>NEW</b>	11/16/2015	\$ 68,408.00
<b>Department of Health and Human Services</b>					
4567	Cancer Program	Health Education Specialist	<b>CL</b>	6/15/2015	\$ 40,729.00
4640	Child Welfare	Case Manager		10/26/2015	\$ 48,414.00
4621	Behavioral Health	Treatment Coordinator		6/1/2015	\$ 49,624.00
4635	Behavioral Health	Counselor, Senior	<b>CL</b>	10/19/2015	\$ 22.15
4683	Family Assistance	Administrative Assistant	<b>CR, CORRECTION</b>	11/9/2015	\$ 14.92
4685	Healthy O'odham Promotion Program	Registered Dietician		11/9/2015	\$ 87,567.00
4648	Special Needs	Maternal & Child Health Advocate		11/9/2015	\$ 19.58
4649	Special Needs	Maternal & Child Health Advocate		11/9/2015	\$ 19.58
<b>Department of Education</b>					
4659	Early Childhood - Site: San Xavier	Child Care Specialist		8/31/2015	\$ 9.57
4661	Early Childhood - Site: Sells	Program Manager, Senior		11/2/2015	\$ 71,871.00
4667	Early Childhood - Site: Sells	Teacher		2/9/2015	\$ 19.10
4668	Early Childhood - Site: Vaya Chin	Center Coordinator		7/13/2015	\$ 21.09
4666	Early Childhood - Site: Vaya Chin	Cook		6/29/2015	\$ 11.66
4662	Early Childhood - Site: Vaya Chin	Bus Driver/Custodian		11/2/2015	\$ 14.92
4663	Early Childhood - Site: Pisinemo	Bus Driver/Custodian		11/2/2015	\$ 14.92
4664	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian		11/2/2015	\$ 14.92
4665	Early Childhood - Site: San Xavier	Bus Driver/Custodian		11/2/2015	\$ 14.92
4673	Recreation	Director of Recreation		11/2/2015	\$ 71,871.00
4658	Recreation - Site: Hickywan	Office Specialist	<b>CR, CL</b>	11/2/2015	\$ 12.87
4657	Recreation - Site: Sells	Maintenance Technician		9/14/2015	\$ 12.25
<b>Department of Natural Resources</b>					
4501	Administration	Natural Resources Technician		7/27/2015	\$ 21.09
4502	Solid Waste Management	Equipment Operator Driver II	<b>CL</b>	10/6/2015	\$ 18.18
4560	Range Conservation	Heavy Equipment Mechanic		8/31/2015	\$ 20.08
4500	Rodeo & Fair	Rodeo and Fair Coordinator		10/26/2015	\$ 21.09
<b>Department of Planning and Economic Development</b>					
4507	Administration	Planner		7/13/2015	\$ 21.61
<b>Department of Water Resources</b>					
4511	Water Resources	Field Supervisor		6/22/2015	\$ 54,776.00
4512	Water Resources	Hydrology Technician	<b>CL</b>	8/17/2015	\$ 22.71

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**PLEASE POST**

## DESERT DIAMOND WEST VALLEY RESORT LOCATION: GLENDALE, ARIZONA

The Tohono O'odham Nation Police Department is only accepting applications from candidates who are current Arizona police officers or from candidates who possess an active Arizona POST certification.

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<b>Department of Public Safety</b>					
4610	Law Enforcement - Site: West Valley	Police Officer (7 Vacancies)	<i>Lateral</i>	6/22/2015	\$ 24.45
<b>General Support Services</b>					
4688	Department of Information & Technology	Systems Administrator	<i>NEW</i>	11/16/2015	\$ 68,408.00

**Open Until Filled:** Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees:** must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h)  
 This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

**NOTE:** All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any positions, except Receptionist.

### FOR CLERICAL TESTING

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S.**  
 If applying contact Human Resources at (520) 383-6540 to schedule an appointment.

Clerical test results must be submitted with your application packet, to be considered "complete".

### IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

### APPLYING FOR POSITIONS

**HOW TO APPLY:** Submit the following on or before the closing date: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record, and clerical results, if required, to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

**Indian Preference** and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

### OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Fire Department	Firefighter (CL)	Open Continuous

**OTHER EMPLOYER'S RECRUITMENT**

**Intermountain Centers for Human Development**

**Positions - Site: Sells**

**Counselor II/Therapist**

**Recovery Coach**

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.

**Pima County Recorders' Office**

**7010 - Clerk Senior Unclassified**

Must be able to speak, or at minimum understand, the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation. The successful candidate for this position is also required to be a registered voter in Pima County. Information on how to apply is located at:

<http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=2883>

or contact Kim Challender at (520) 724-4357.

**Community Development Financial Institution of the Tohono O'odham Nation**

**P O Box 3130**

**Sells AZ 85634**

**(520) 383-0790**

**Job Title: HUD Section 184 Loan Officer**

**Closing Date: Open Till Filled**

**Pay: Starting Salary \$40,000.00/DOE**

**Job Title: Finance/Compliance Manager**

**Closing Date: October 28, 2015**

**Pay: Starting Salary \$40,000.00/DOE**

All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position

**ResCare HomeCare Tucson**

**4750 N Oracle Rd. #114**

**Tucson AZ 85705**

**Contact Sarah Gomez, Branch Manager**

**Office: (520) 323-4393**

**(FT) Customer Service Supervisor - Tucson**

Must be able to speak, or at a minimum understand the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation.



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

**4686**

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**JOB ANNOUNCEMENT**

**JOB TITLE: PC TECHNICIAN**

**SALARY: \$14.92 - \$19.10\* PER HOUR, PLUS BENEFITS**

**OPENING DATE: November 16, 2015**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. \*This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full PC Technician level is met.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: GSS/Dept. of Information & Technology**

**JOB LOCATION: Sells/Tucson, AZ**

**POSITION SUMMARY:** Under general supervision, investigates and resolves software and hardware problems of computer user by performing installation, modifications, and making repairs to personal computer hardware and software systems; provides computer support, technical assistance and training to system users.

**MINIMUM QUALIFICATIONS:**

- Associate's Degree in Computer Science, Information Systems, and three years of work experience in computer science, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must possess Comp TIA A+ Certification.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
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**JOB ANNOUNCEMENT**

**JOB TITLE: SYSTEMS ADMINISTRATOR**  
**SALARY: \$68,408.00, PLUS BENEFITS**

**OPENING DATE: November 16, 2015**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Exempt**

**DEPARTMENT: GSS/Dept. of Information & Technology**

**JOB LOCATION: Sells/Tucson, AZ**

**POSITION SUMMARY:** Under limited supervision, provides support to departments and ensures systems administration and network is effectively and efficiently operating for end users.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Computer Science or related field and three years work experience in system administration, computer operations, system networks, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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**"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

**4688**

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**JOB ANNOUNCEMENT**

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**SALARY: \$68,408.00, PLUS BENEFITS**

**OPENING DATE: November 16, 2015**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Exempt**

**DEPARTMENT: GSS/Dept. of Information & Technology**

**JOB LOCATION: Glendale, AZ**

**POSITION SUMMARY:** Under limited supervision, provides support to departments and ensures systems administration and network is effectively and efficiently operating for end users.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Computer Science or related field and three years work experience in system administration, computer operations, system networks, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

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