PLEASE POST

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

Job Summary - May 5, 2014

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2013 Salary
General Support Services					
3747	Grants and Contracts	Accounting Manager		3/24/2014	$ 63,523.00
3721	Department of Information & Technology	Help Desk Specialist	***Re-Advertised***	5/5/2014	$ 13.52
3776	Human Resources	Human Resources Specialist	***New***	5/5/2014	$ 20.08
3751	Human Resources	Benefits Specialist		4/14/2014	$ 18.18
Membership Services					
3709	Enrollment	Enrollment Specialist		4/14/2014	$ 11.66
Department of Health and Human Services					
3593	Health Transportation - Site: San Lucy	Transit Driver	***New***	5/5/2014	$ 13.19
3695	Community Health	Nutrition Specialist	CL	1/21/2014	$ 18.64
3654	Family Assistance	Program Manager, Senior		12/2/2013	$ 71,871.00
3759	Healthy O'odham Promotion Program	Health Education Specialist	CL	4/21/2014	$ 19.59
3760	Healthy O'odham Promotion Program	Health Education Specialist	CL	4/21/2014	$ 19.59
3610	Health Transportation - Site: Sells	Transit Dispatcher	***New***	5/5/2014	$ 15.30
3628	Management of Health	Program Coordinator		11/12/2013	$ 20.07
3716	Behavioral Health	Administrative Assistant	***Re-Advertised***	5/5/2014	$ 14.92
3777	Health Transportation - Ak Chin	Transit Driver	***New***	5/5/2014	$ 13.19
3778	Senior Services	Cook	***New***	5/5/2014	$ 11.66
Department of Education					
3588	Early Childhood - Site: Sells	Teacher Aide	***New***	5/5/2014	$ 11.66
3764	Recreation - Site: Al Jek	Principle Lifeguard (Occasional)		4/21/2014	$ 12.87
3769	Recreation - Site: Al Jek	Water Safety Specialist (Occasional)		4/21/2014	$ 11.66
3525	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/21/2014	$ 21.09
3768	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		4/21/2014	$ 11.66
3527	Recreation - Site: Menager's Dam	Recreation Specialist		1/21/2014	$ 12.87
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	$ 14.92
3763	Recreation - Site: Pisinemo	Principle Lifeguard (Occasional)		4/21/2014	$ 12.87
3767	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		4/21/2014	$ 11.66
3575	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	$ 14.92
3572	Early Childhood - Site: Santa Rosa	Teacher		3/24/2014	$ 19.10
3762	Recreation - Site: San Xavier	Principle Lifeguard (Occasional)		4/21/2014	$ 12.87
3766	Recreation - Site: San Xavier	Water Safety Specialist (Occasional)		4/21/2014	$ 11.66
3742	Early Childhood - Site: Sells	Cook		3/24/2014	$ 11.66
3744	Early Childhood - Site: Sells	Teacher		3/24/2014	$ 19.10
3717	Recreation - Site: Sells	Recreation Program Coordinator		2/10/2014	$ 21.09
3761	Recreation - Site: Sells	Principle Lifeguard (Occasional)		4/21/2014	$ 12.87
3765	Recreation - Site: Sells	Water Safety Specialist (Occasional)		4/21/2014	$ 11.66
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	$ 14.92
Department of Natural Resources					
3534	Administration	Natural Resources Technician	***Re-Advertised***	5/5/2014	$ 21.09
3723	Administration	Mineral Resources Administrator		3/3/2014	$ 85,432.00
3724	Well Maintenance	Well Maintenance Supervisor		3/31/2014	$ 53,440.00
3604	Well Maintenance	Well Maintenance Technician		4/7/2014	$ 15.68
3729	Wildlife and Vegetation Management	Biological Field Technician (Occasional)		3/17/2014	$ 10.56
3730	Wildlife and Vegetation Management	Biological Field Technician (Occasional)		3/17/2014	$ 10.56
Department of Water Resources					
3708	Water Resources	Chief Hydrologist	CL	1/21/2014	$ 70,118.00
3735	Water Resources	Hydrology Technician	CL	3/17/2014	$ 22.71
Department of Planning & Economic Development					

CR=Clerical Required CL=Career Ladder

3624	Administration	Grant Writer Supervisor	4/7/2014	$ 58,988.00
Department of Public Safety				
3665	Law Enforcement	Police Chief	12/9/2013	$ 112,094.00

ATTENTION ALL APPLICANTS!!!

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 clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (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 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

DEPARTMENT	POSITION (S)	CLOSING DATE
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Sells District – Tohono O'odham Nation

Position: Business Manager

Please contact the Sells District office at 520-383-2281 to apply.

CR=Clerical Required CL=Career Ladder

TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE
P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: **HUMAN RESOURCES SPECIALIST**
SALARY: **$20.08 PER HOUR, PLUS BENEFITS**

OPENING DATE: **May 5, 2014** CLOSING DATE: **May 16, 2014**

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: Non-Exempt

DEPARTMENT: GSS/**Human Resources** JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides support to the recruiting functions and personnel data administration of the Human Resources Office. Meets the needs of the departments and employees, in accordance with established policies, procedures and guidelines.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Human Resources or closely related field and four years work experience in human resources training or related field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the 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.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must submit a 39-month driving record with the employment application.
- 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.

The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"

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3593

JOB ANNOUNCEMENT

JOB TITLE: **TRANSIT DRIVER**
SALARY: **$13.19 PER HOUR, PLUS BENEFITS**

OPENING DATE: May 5, 2014 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: Non-Exempt

DEPARTMENT: Health & Human Services/**Health Transportation** JOB LOCATION: **San Lucy**, AZ

POSITION SUMMARY: Under close supervision, provides safe transportation of program clients to and from designated activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- 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.
- Must submit a 39-month driving record with the employment application.
- 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.

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3610

JOB ANNOUNCEMENT

JOB TITLE: **TRANSIT DISPATCHER**
SALARY: **$15.30 PER HOUR, PLUS BENEFITS**

OPENING DATE: May 5, 2014 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: Non-Exempt

DEPARTMENT: Health & Human Services/**Health Transportation** JOB LOCATION: **Sells**, AZ

POSITION SUMMARY: Under general supervision, communicates and coordinates the routes and schedules of non-emergency medical transportation for clients on and off the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years of work experience in dispatch communications; 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.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must submit a 39-month driving record with the employment application.
- 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.

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3716

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: **ADMINISTRATIVE ASSISTANT**
SALARY: **$14.92 PER HOUR, PLUS BENEFITS**

OPENING DATE: May 5, 2014 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. **Clericals Required.**

STATUS: Probationary/Permanent, **Full-Time** HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/**Behavioral Health** JOB LOCATION: **Sells**, AZ

POSITION SUMMARY: Under general supervision, performs a variety of routine clerical and administrative support duties.

SCOPE OF WORK: Oversees administration of Services programs as well as USDA Food Distribution programs and all Tribal programs allocations.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years' work experience in the clerical field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 40 WPM.
- Must demonstrate sixty percent proficiency in grammar, spelling, and math.
- 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.

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3777

JOB ANNOUNCEMENT

JOB TITLE: **TRANSIT DRIVER**
SALARY: **$13.19 PER HOUR, PLUS BENEFITS**

OPENING DATE: May 5, 2014 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: Non-Exempt

DEPARTMENT: Health & Human Services/**Health Transportation** JOB LOCATION: **Ak Chin**, AZ

POSITION SUMMARY: Under close supervision, provides safe transportation of program clients to and from designated activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- 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.
- Must submit a 39-month driving record with the employment application.
- 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.

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3778

JOB ANNOUNCEMENT

JOB TITLE: **COOK**
SALARY: **$11.66 PER HOUR, PLUS BENEFITS**

OPENING DATE: **May 5, 2014** 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: Non-Exempt

DEPARTMENT: Health & Human Services/**Senior Services**

JOB LOCATION: Tohono O'odham Nation Wide

POSITION SUMMARY: Under close supervision, plans and prepares nutritious, well-balanced meals. Maintain health standards in cleanliness of food preparation areas, utensils, and equipment.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months food service industry work experience; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's Card must be obtained within three (3) months of hire.
- 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.

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3588

JOB ANNOUNCEMENT

JOB TITLE: **TEACHER AIDE**
SALARY: **$11.66 PER HOUR, PLUS BENEFITS**

OPENING DATE: **May 5, 2014** 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**
(This position is budgeted for 1680 hours)
HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/**Early Childhood**
JOB LOCATION: **Sells**, AZ

POSITION SUMMARY: Under general supervision, assists teachers in providing early childhood classroom experiences to enhance and promote the educational, intellectual, and social growth and development of children.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in a classroom teaching environment.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Current Food Handler's card must be obtained within six months after hire.
- Must satisfy health requirements as defined by the federal program standards and be willing to enroll in Child Development Associate (CDA) courses to seek CDA credential.
- Must possess and maintain a valid Arizona driver's license (no DUI's or major traffic citations within the last 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.
- Must submit a 39-month driving record with the employment application.
- 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.

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3534

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: **NATURAL RESOURCES TECHNICIAN**
SALARY: **$21.09 PER HOUR, PLUS BENEFITS**

OPENING DATE: **May 5, 2014** 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: Non-Exempt

DEPARTMENT: Natural Resources/**Administration** JOB LOCATION: **Sells**, AZ

POSITION SUMMARY: Under general supervision, works with the assessment, collection and analysis of data related to the Tohono O'odham Nation's natural resources.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Ecology, Natural Resources Management or closely related field and one year work experience in biosciences relative to the Sonoran Desert, or in a natural resources field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- 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.
- Must submit a 39-month MVR with the employment application.
- Based on the department's needs, incumbent may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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3721

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: **HELP DESK SPECIALIST**
SALARY: **$13.52 PER HOUR, PLUS BENEFITS**

OPENING DATE: **May 5, 2014** CLOSING DATE: **May 16, 2014**

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: Non-Exempt

DEPARTMENT: GSS/**Dept. of Information & Technology** JOB LOCATION: **Sells**, AZ

POSITION SUMMARY: Under general supervision, provides support by answering, evaluating, and prioritizing incoming telephone, voice mail, e-mail, and in person requests for assistance from users experiencing problems with hardware, software, networking, and other computer-related technologies.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in a call center or customer service field, 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.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
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