

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 - December 14, 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>
Executive					
4698	Gaming - Site: Tucson	Gaming Inspector	CR	11/30/2015	\$ 19.58
4535	Gaming - Site: Tucson	Financial Analyst		12/7/2015	\$ 79,332.00
4712	Gaming - Site: Tucson	Gaming Compliance Auditor	NEW, CR	12/14/2015	\$ 52,136.00
4679	Veteran Affairs	Program Coordinator		12/7/2015	\$ 41,747.00
General Support Services					
4686	Department of Information & Technology	PC Technician	CL	11/16/2015	\$ 19.10
4687	Department of Information & Technology	Systems Administrator		11/16/2015	\$ 68,408.00
Department of Health and Human Services					
4566	Management of Health	Program Development Manager		11/7/2015	\$ 71,871.00
4621	Behavioral Health	Treatment Coordinator		6/1/2015	\$ 49,624.00
4580	Behavioral Health	Billing Technician		11/23/2015	\$ 15.68
4641	Health Transportation Service - Site: San Simon	Transit Driver	NEW	12/14/2015	\$ 13.19
4680	Healthy O'odham Promotion Program	Administrative Assistant	NEW	12/14/2015	\$ 14.92
4685	Healthy O'odham Promotion Program	Registered Dietician		11/9/2015	\$ 87,567.00
Department of Education					
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
4702	Recreation - Site: Sells	Recreation Aide		12/7/2015	\$ 11.10
Department of Natural Resources					
4501	Administration	Natural Resources Technician		7/27/2015	\$ 21.09
4560	Range Conservation	Heavy Equipment Mechanic		8/31/2015	\$ 20.08
4500	Rodeo & Fair	Rodeo and Fair Coordinator		10/26/2015	\$ 21.09
Department of Planning and Economic Development					
4507	Administration	Planner		7/13/2015	\$ 21.61
Department of Water Resources					
4512	Water Resources	Hydrology Technician	CL	8/17/2015	\$ 22.71
Department of Public Safety					
4701	TERO Administration	TERO Director	NEW	12/14/2015	\$ 75,509.00
4529	Law Enforcement	Financial Crimes Investigator		11/30/2015	\$ 28.36

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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.

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2016 Salary
Department of Public Safety					
4555	Tribal Employment Rights Office	TERO Compliance Officer (2 Vacancies)	NEW	12/14/2015	\$ 22.15
4610	Law Enforcement - Site: West Valley	Police Officer (7 Vacancies)	Lateral	6/22/2015	\$ 24.45
4617	Law Enforcement - Site: West Valley	Financial Crimes Investigator		11/30/2015	\$ 28.36
General Support Services					
4688	Department of Information & Technology	Systems Administrator		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

Houseparent Couple (Tucson)

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: Accounting Assistant

Closing Date: Open Until Filled

Pay: \$12.00/DOE

VITA/Training Development Coordinator

Closing Date: Open Until Filled

Pay: \$40,000.00/DOE

Job Title: HUD Section 184 Loan Officer

Closing Date: Open Until Filled

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

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: Gaming Compliance Auditor

SALARY: \$52,136 PLUS BENEFITS

OPENING DATE: December 14, 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. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Executive/Gaming

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under general supervision, performs audits and inquires to ensure that appropriate safeguards for protecting the Nation's assets and assuring the integrity of gaming are in place and being followed in accordance with Minimum Internal Control Standards (MICS) of the Nation's gaming ordinance and regulations, the Tribal-State Compact, the Indian Gaming Regulatory Act (IGRA), and the National Indian Gaming Commission (NIGC).

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Accounting, or closely related field and two years' work experience in auditing or gaming investigations; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be certified by the Arizona Department of Gaming and/or licensed by the Tohono O'odham Nation before hire.
- Must demonstrate seventy percent proficiency in grammar, spelling, and math.
- 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.
- 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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4641

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JOB ANNOUNCEMENT

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

OPENING DATE: December 14, 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: Non-Exempt

DEPARTMENT: HHS/Heath Transportation Service

JOB LOCATION: San Simon, 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 and 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.
- 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.
- 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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"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4680

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT

SALARY: \$14.92 PER HOUR, PLUS BENEFITS

OPENING DATE: December 14, 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. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: TODHHS/Health O'odham Promotion Program **JOB LOCATION: Sells, AZ**

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

SCOPE OF WORK: To provide primary and secondary management and prevention of diabetes on the Tohono O'odham Nation.

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—

- 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 citations 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 type 40 Words Per Minute and demonstrate 60% proficiency in grammar, spelling and math.
- 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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4701

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: TERO DIRECTOR
SALARY: \$75,509.00, PLUS BENEFITS

OPENING DATE: December 14, 2015

CLOSING DATE: December 28, 2015

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: Dept. of Public Safety/Tribal Employment Rights Office

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, the TERO Director accomplishes strategic objectives to eradicate employment discrimination by planning, organizing, and directing all TERO functions required to operate and maintain division activities and services to protect the rights of Indians.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Human Resources or closely related field and five years' work experience in human resources, Indian Preference, EEOC issues or contract/grant management field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years supervisory experience.

—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 fingerprint 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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