

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 - September 28, 2015

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2015 Salary</u>
Executive					
4254	Gaming - Site: Tucson	Financial Analyst		8/3/2015	\$ 79,332.00
4355	Gaming - Site: Tucson	Gaming Inspection Project Assistant	CR	9/8/2015	\$ 21.61
4356	Gaming - Site: Tucson	Regulatory Investigator	CR	9/8/2015	\$ 26.33
4351	Gaming - Site: Why	Gaming Inspector	CR	9/14/2015	\$ 19.58
Department of Health and Human Services					
4225	Cancer Program	Health Education Specialist	CL	6/15/2015	\$ 40,729.00
4256	Behavioral Health	Treatment Coordinator		6/1/2015	\$ 49,624.00
4329	Division of Senior Services	Resource/Activities Coordinator		9/14/2015	\$ 16.88
Department of Education					
4345	Early Childhood - Site: San Xavier	Child Care Specialist		8/31/2015	\$ 9.56
4141	Early Childhood - Site: Vaya Chin	Cook (Part-time)		6/29/2015	\$ 11.66
4203	Recreation - Pisinemo	Principle Lifeguard (Occasional)	CL	5/18/2015	\$ 12.87
4207	Recreation - Pisinemo	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4208	Recreation - Hickiwan	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4209	Recreation - Al-Jek	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4142	Early Childhood/Head Start Site: Sells	Teacher		2/9/2015	\$ 19.10
4298	Early Childhood/Head Start Site: Vaya Chin	Center Coordinator		7/13/2015	\$ 21.09
4250	Recreation - Sells	Maintenance Technician		9/14/2015	\$ 12.25
Department of Natural Resources					
4093	Administration	Natural Resources Technician		7/27/2015	\$ 21.09
4344	Range Conservation	Heavy Equipment Mechanic		8/31/2015	\$ 20.08
4334	Rodeo & Fair	Rodeo and Fair Coordinator		8/10/2015	\$ 21.09
4375	Solid Waste Management	Equipment Operator Driver II	CL	9/21/2015	\$ 18.18
4376	Cultural Center and Museum	Maintenance Technician		9/21/2015	\$ 12.25
Department of Planning and Economic Development					
4296	Administration	Planner		7/13/2015	\$ 21.61
4367	Credit & Finance	Economic Development Manager		9/8/2015	\$ 79,332.00
Department of Water Resources					
4285	Water Resources	Field Supervisor		6/22/2015	\$ 54,776.00
4337	Water Resources	Hydrology Technician	CL	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.

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
Department of Public Safety					
4270	Law Enforcement - Site: West Valley	Police Officer (9 Vacancies)	<i>Lateral</i>	6/22/2015	\$ 24.45
4280	Law Enforcement - Site: West Valley	Police Lieutenant	<i>New</i>	9/28/2015	\$ 75,509.00

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

DEPARTMENT	POSITION (S)	CLOSING DATE
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (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's 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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4280

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

JOB ANNOUNCEMENT

JOB TITLE: POLICE LIEUTENANT
SALARY: \$75,509.00, PLUS BENEFITS

OPENING DATE: September 28, 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: Dept. of Public Safety/Law Enforcement

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under minimal supervision, provides supervision, guidance and leadership to Police Sergeants and creates a work environment that encourages ethical conduct, respectful interpersonal relations, open communication, innovative thinking, and creative problem solving with respect and sensitivity to the Tohono O'odham culture.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and seven years' work experience as a state certified police officer.
- Must have three years of full time Police supervisory experience.

—AND—

- Must possess a basic Police Supervisory Training Certification.
- Must obtain mid-level supervisory training certification (80 hour minimum course), within eighteen months of hire.
- Must possess NIMS certifications within one year of hire.
- Must possess current Arizona Peace Officer Standards and Training (POST) 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.
- Must not have any Felony convictions or convictions that would be considered a Felony in the State of Arizona.

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"