

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 21, 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
4347	Gaming - Site: Tucson	Gaming Inspector (7 positions)	CR	9/8/2015	\$ 19.58
4357	Gaming - Site: Tucson	Gaming Inspector Supervisor (2 positions)	CR	9/8/2015	\$ 66,739.00
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
4342	Community Health	Community Health Representative		8/31/2015	\$ 14.20
4256	Behavioral Health	Treatment Coordinator		6/1/2015	\$ 49,624.00
4329	Division of Senior Services	Resouce/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	NEW, CL	9/21/2015	\$ 18.18
4376	Cultural Center and Museum	Maintenance Technician	NEW	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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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

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	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

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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: MAINTENANCE TECHNICIAN
SALARY: \$12.25 PER HOUR, PLUS BENEFITS

OPENING DATE: September 21, 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: NR/Cultural Center & Museum

JOB LOCATION: Topawa, AZ

POSITION SUMMARY: Under general supervision, provides maintenance and upkeep of grounds, repairs of buildings and equipment of the Tohono O'odham Nation.

SCOPE OF WORK: To protect and preserve the Tohono O'odham Himdag (cultural heritage), and working to promote the respect and understanding of the Tohono O'odham while maintaining the upkeep of a safe facility.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in facilities or maintenance, 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.
- 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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4375

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JOB ANNOUNCEMENT

JOB TITLE: Equipment Operator Driver II
SALARY: \$18.18 PER HOUR, PLUS BENEFITS

OPENING DATE: September 21, 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 level is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: NR/Solid Waste Management

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, maintains the cleanliness of the communities of the Tohono O'odham Nation by collecting and picking up refuse and waste according to established Nation's solid waste code, regulations, policies and procedures. Operates a wide variety of Solid Waste equipment, such as, Front Loader and rear Loader Compactor trucks, roll-off trucks, dump trucks with and without trailers, tractor-trailers, and water trucks.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and five years' work experience as a Commercial Driver Licensed equipment operator/driver, to include safe vehicle operations, air brake systems, tractor and trailer uncoupling, cargo handling, to include hazardous materials and trip planning, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess a valid Arizona Commercial Driver's License-Level A.
- Must obtain Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid Certification, within 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"