

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



## Job Summary - September 8, 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>
<b>Executive</b>					
4254	Gaming - Site: Tucson	Financial Analyst		8/3/2015	\$ 79,332.00
4347	Gaming - Site: Tucson	Gaming Inspector (8 positions)	<b>CR, NEW</b>	9/8/2015	\$ 19.58
4357	Gaming - Site: Tucson	Gaming Inspector Supervisor (2 positions)	<b>CR, NEW</b>	9/8/2015	\$ 66,739.00
4355	Gaming - Site: Tucson	Gaming Inspection Project Assistant	<b>CR, NEW</b>	9/8/2015	\$ 21.61
4356	Gaming - Site: Tucson	Regulatory Investigator	<b>CR, NEW</b>	9/8/2015	\$ 26.33
<b>Department of Health and Human Services</b>					
4225	Cancer Program	Health Education Specialist	<b>CL</b>	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
4163	Healthy O'odham Promotion Program	Data Entry Technician	<b>CR</b>	8/31/2015	\$ 12.25
<b>Department of Education</b>					
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)	<b>CL</b>	5/18/2015	\$ 12.87
4207	Recreation - Pisinemo	Water Safety Specialist (Occasional)	<b>CL</b>	5/18/2015	\$ 11.66
4208	Recreation - Hickiwan	Water Safety Specialist (Occasional)	<b>CL</b>	5/18/2015	\$ 11.66
4209	Recreation - Al-Jek	Water Safety Specialist (Occasional)	<b>CL</b>	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
<b>Department of Natural Resources</b>					
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
<b>Department of Planning and Economic Development</b>					
4296	Administration	Planner		7/13/2015	\$ 21.61
4367	Credit & Finance	Economic Development Manager	<b>NEW</b>	9/8/2015	\$ 79,332.00
<b>Department of Water Resources</b>					
4285	Water Resources	Field Supervisor		6/22/2015	\$ 54,776.00
4337	Water Resources	Hydrology Technician	<b>CL</b>	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
<b>Department of Public Safety</b>					
4270	Law Enforcement - Site: West Valley	Police Officer (9 Vacancies)	<i>Lateral</i>	6/22/2015	\$ 24.45
<b>Executive</b>					
4301	Gaming Office	Gaming License Coordinator	<i>CR</i>	7/10/2015	\$ 31.30
4322	Gaming Office	Gaming Compliance Auditor	<i>CR</i>	7/10/2015	\$ 65,111.00

### OPEN CONTINUOUS RECRUITMENT FOR DESERT DIAMOND WEST VALLEY RESORT

DEPARTMENT	POSITION (S)	CLOSING DATE
Gaming Office	Gaming Inspector (CR)	Open Continuous

**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

**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](mailto:agonzales@ichd.net) or [Recruiting.com](http://Recruiting.com) CRM.



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

**4347**

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

**JOB ANNOUNCEMENT**

**JOB TITLE: GAMING INSPECTOR (8 positions)**  
**SALARY: \$19.58 PER HOUR, PLUS BENEFITS**

**OPENING DATE: September 8, 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: Executive/Gaming Office**

**JOB LOCATION: Tucson, AZ**

**POSITION SUMMARY:** Under limited supervision, protects the tribal assets and ensures the integrity of the Tohono O'odham Nation's (Nation) gaming operations by monitoring the gaming operations and facility to ensure compliance with state compact, the Nation's ordinances, regulations, the Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC), and the Minimum Internal Control Standards (MICS).

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and four year's work experience in security or a regulatory field, 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 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.
- Must demonstrate 70% proficiency in grammar, spelling and math.  
**Clerical results must be attached with the application packet to be considered a "complete" packet for processing.**

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"**



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

**4355**

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**JOB ANNOUNCEMENT**

**JOB TITLE: GAMING INSPECTION PROJECT ASSISTANT**  
**SALARY: \$21.61 PER HOUR, PLUS BENEFITS**

**OPENING DATE: September 8, 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: Executive/Gaming Office**

**JOB LOCATION: Tucson, AZ**

**POSITION SUMMARY:** Under general supervision, assists in providing regulatory oversight to the Tohono O'odham Nation's gaming operations by ensuring compliance with the Tribal Gaming Ordinance Regulations, Tribal/State Company and its appendices, Indian Gaming Regulatory Act (IGRA) by supporting compliance testing activities and maintenance of vital information, records management and gaming device inventory. This position assumes additional duties of a Gaming Inspector when required.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Information Technology or closely related field and one year work experience in gaming inspection or compliance; or 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 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.
- Must demonstrate 70% proficiency in grammar, spelling and math.  
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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH  
HUMAN RESOURCES OFFICE

4356

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**JOB ANNOUNCEMENT**

**JOB TITLE: REGULATORY INVESTIGATOR**  
**SALARY: \$26.33 PER HOUR, PLUS BENEFITS**

**OPENING DATE: September 8, 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: Executive/Gaming Office**

**JOB LOCATION: Tucson, AZ**

**POSITION SUMMARY:** Under limited supervision, conducts investigations into alleged or reported violations of the Tribal-State Gaming Compact, Gaming Ordinance, and other applicable laws governing the Tohono O'odham Nation gaming facilities.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Criminal Justice or closely related field and two years work experience in gaming or investigations, or 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 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.
- Must demonstrate 70% proficiency in grammar, spelling and math.  
**Clerical results must be attached with the application packet to be considered a "complete" packet for processing.**

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

4357

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**JOB ANNOUNCEMENT**

**JOB TITLE: GAMING INSPECTOR SUPERVISOR (2 positions)**  
**SALARY: \$66,739.00, PLUS BENEFITS**

**OPENING DATE: September 8, 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 Office**

**JOB LOCATION: Tucson, AZ**

**POSITION SUMMARY:** Under limited supervision, protects the tribal assets and ensures the integrity of the Tohono O'odham Nation's (Nation) gaming operations by supervising personnel engaged in monitoring the gaming operations and facility. Ensures the gaming facility operates in accordance with the Tribal Gaming Ordinance, Regulations, Minimum Internal Control Standards (MICS), Tribal/State Compact, Indian Gaming Regulatory Act (IGRA), and the National Indian Gaming Commission (NIGCS) standards.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Business, Accounting, or a closely related field and three years of work experience in casino operations or a regulatory environment; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Three years' supervisory experience.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before 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 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.
- Must demonstrate 70% proficiency in grammar, spelling and math.
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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

**4367**

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**JOB ANNOUNCEMENT**

**JOB TITLE: ECONOMIC DEVELOPMENT MANAGER**  
**SALARY: \$79,332.00, PLUS BENEFITS**

**OPENING DATE: September 8, 2015**

**CLOSING DATE: September 21, 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: Non-Exempt**

**DEPARTMENT: Planning/Credit & Finance**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under limited supervision, manages the small- and large-scale and short- and long-range economic development planning for the Tohono O'odham Nation, including one or more of the following functional activities: Credit and Finance, Circle Banking, Programs in Mexico, Business Grant, Business Education, Long-Range Economic Development Planning and Infrastructure Development. Works closely with the Economic Development Task and other oversight bodies to assure the economic development plan is aligned with the Nation's goals.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Business or Public Administration or closely related field, and three years' work experience in economic development and new business planning, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of 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.
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