

541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Benefits and Employee Wellness Specialist
SALARY:	Pay Range 9-10 \$64,305.96 to \$96,322.56 annual DOE/DOQ
DEPARTMENT:	Administration, Office of Human Resources
LOCATION:	Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation
EMPLOYMENT STATUS:	Full Time with benefits package Background check required Exempt
SUPERVISED BY:	Human Resources Director
OPENING DATE:	May 7, 2025
CLOSING DATE:	May 21, 2025, First Review

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

Under the direction Human Resource Director will ensure that all employees of the CTUIR are informed of their benefits as provided by CTUIR and ensure that all eligible employees are provided the opportunity to enroll in all benefits when eligible. Incumbent will be knowledgeable in all areas of CTUIR benefits, including, but not limited to, medical, dental, vision insurance, 401(k) eligibility and enrollment criteria, life insurance for the employee and optional benefits for family. Individual will contribute and participate in the orientation and onboarding process of the tribes through explanation of benefits and active participation in presentation of Benefits, 401k, life insurance.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

Benefits Coordination

- Work with the Human Resources Director to maintain all documents and records necessary for the proper maintenance of the benefits sponsored by the Tribes.
- Coordinate the administration of employee benefits for the Tribes basic medical, dental vision plans, term life insurance plans, including workers compensation, and accidental death policies.
- Coordinates with the Tribal Employee Benefits Committee through the Human Resources Director (Chair of the Committee).
- Attend the Tribal Employee Benefits Committee as recorder, taking minutes and providing committee agenda as directed by the Committee Chair (Tribal Human Resources Director).
- Accurately and correctly responds to all employee inquiries regarding benefits.
- Ensure that the Office of Human Resources is the sole source for responding to benefits inquiries and monitoring Tribal benefits through the Tribal Employee Benefits Committee.
- Must always demonstrate professionalism and quality customer service.

Records and File Maintenance:

- Shall be responsible for the maintenance of all Benefits/confidential files to ensure accuracy and consistency of maintenance.
- Ensure that all documents received are time and date stamped for accountability purposes.
- Ensure that all documents received for filing are appropriate for the personnel files.
- Ensure that all filing is completed by the end of the work week.
- Support the HRIS Clerk to ensure that the HRIS records are accurate and all information required by the HRIS system is provided to the HRIS Clerk for input.
- The individual is the lead for all Worker's Compensation processes for providing forms and submission of reports of injury and illness for employees.
- Maintain all confidential medical records for employees return to work authorizations, leave donations, Family Medical Leave and medical certifications etc.
- Maintain all post- accident alcohol drug testing for tribal workforce and track for reporting.
- Coordinate with Staffing and Recruitment and tribal departments for safety sensitive positions and coordinate with contracted laboratory for all Random Drug testing.
- Individual works with Tribal Planning Office on FTA (Federal Transportation Administration) and DOT (Department of Transportation) as needed for audits/reporting related to alcohol and drug testing consortium for Planning/Kayak.

Other Assignments:

Incumbent may be asked to perform additional duties by the Human Resources Director consistent with roles and functions within Human resources.

CONFIDENTIALITY

Personal employee information is confidential and as such is to be shared only as required and only with those who have a need to have access to such information. All Human Resources Staff shall comply with employee information confidentiality per the Tribal Personnel Policies Manual.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS:

The incumbent shall have access to all sensitive areas within the Office of Human Resources including the records vault. Position shall have access to the Human Resources Information System.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. PREFERRED: Associate degree and at least three (3) years' experience in a human resources office and familiarity with personnel files.
2. REQUIRED: High School Diploma with five (5) years' experience in a human resources office and familiarity with personnel files. File maintenance experience in a general administrative office may be considered.
3. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
4. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
5. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
6. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
7. Must have extensive knowledge with computer processing equipment and software, including: Access, Word, Excel, Power Point, and Outlook. Knowledge of HRIS software PeopleTrak. Knowledge of computers and other office technological equipment must be kept current by attending training as directed by supervisor.
8. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
9. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
10. Possess a professional attitude and appearance.
11. Must possess a valid driver's license and meet insurance requirements to drive GSA/tribally owned vehicles.
12. Ability to manage wellness and morale activities for employees.
13. Coordinate with vendors for employees to provide healthy options.
14. Demonstrated knowledge of budgets for wellness and morale activities to increase support for employees. Will oversee costs and calendar for quarterly activities related to wellness.
15. Responsible for the annual employee recognition event and seniority awards
16. Contribute to morale activities through various demonstrations and promotion activities. Breast Cancer Awareness, Suicide prevention promotion, Employee Assistance Program.
17. First Aid, CPR for employees through vendor resources.
18. Always practice strict confidentiality.
19. Certification as a Tribal Human Resource Professional or obtain within one year and maintain certification.
20. Other duties as assigned by Human Resources Director.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 40 lbs. overhead to reach storage and filing cabinets.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made

in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

NOTE: Existing CTUIR employees who apply for internal positions only need to submit a letter of interest with qualifications, it's the employee's discretion.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

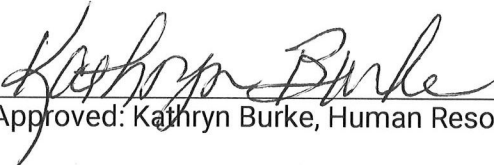
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Recruiting
46411 Timine Way
Pendleton, OR. 97801
Phone: (541)429-7180
Email: HumanResources@ctuir.org

To be considered, the application package must be post marked by the closing date.


Approved: Kathryn Burke, Human Resources Director


Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date