



541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Staffing and Recruitment Specialist
SALARY:	Pay Range 8 \$48,311.76 to \$67,540.68 annual DOE/DOQ
DEPARTMENT:	Department of Administration, Office of Human Resources
LOCATION:	Position located at 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:	Assistant Director
OPENING DATE:	April 21, 2025
CLOSING DATE:	May 12, 2025

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

Staffing and Recruitment Specialist provides guidance to hiring managers/supervisors on matters pertinent to Staffing and Hiring Processes to ensure adherence to CTUIR.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Assist the Assistant Director in writing and reviewing job descriptions by listing job duties, responsibilities and expectations per policy.

2. Responsible for managing the recruitment processes. Recruit, Screen, Hire, Train, Assist Orientation, and Resolve problems with employee relations issues.
3. Build recruiting resources by conducting research cold calling, networking for referrals. Advertise job openings across multiple channels (e.g. job boards, careers pages and social platforms).
4. Advocates Organizational Excellence.
5. Facilitates "shared ownership" when opening a vacancy discussing and agreeing on what roles both parties need to play to provide the best chance of achieving a high-quality hire in a timely fashion.
6. Regular check in with hiring managers, keeping them informed of status, open dialoguing about how to mutually overcome obstacles and holding each other accountable for playing roles agreed up front.
7. Maintain temporary employee Hiring Hall.
8. Ensure recruitment for open positions is conducted in a fair and consistent manner in accordance with the CTUIR hiring preferences.
9. Maintain an efficient and effective recruitment function within the Human Resources department
10. Design a process and workflow chart with detail that includes a mechanism to measure the results of the recruitment process
11. Assistant Department/Programs with ad generation and Job Posting for new business and recruiting sources.
12. Ensure that open recruitment efforts are tracked timely. Work with the HR team to create status reports for management review and General Council.
13. Document all interviews and results to appropriately hire the most qualified candidate giving attention to the Tribes hiring preferences.
14. Other duties related to staffing as assigned by Assistant Director

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

On occasion in the absence of the Assistant Director

ACCESS TO SENSITIVE AREAS:

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

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

1. Bachelor's degree in education, Human Resources, Communications or related field and minimum of two years of progressive professional responsibility and administration of Education, Human Resources, Communications, Training or related field.

OR

An associate's degree in education, Human Resources, Communication or related field and minimum of five years of progressive professional responsibility and administration of Education, Human Resources, Communications, Training or related field.

OR

A high school diploma/GED and minimum of three to five years of progressive professional responsibility and administration in Education, Human Resources, Communications, Training or related field.

AND

2. Certification as a Tribal Human Resource Professional or obtain within one year.
3. Proven work experience as a Staffing & Recruitment Specialist or similar role.
4. Familiarity with Applicant Tracking Systems (ATS) or HRIS (Human Resources Information Systems) i.e., ~~People Trak, Ascentis or similar applicant tracking/recruitment tools.~~
5. Experience with interviewing and evaluating candidates (using Microsoft Teams, Zoom, or Skype screening, structured interviews and tests)

6. Solid organizational skills with the ability to maintain reasoning and physical organizational skills in conjunction since they're both integral to achieving goals.
7. Possess an understanding of organization-related issues.
8. Demonstrate an ability to complete multiple tasks and high volume of work.
9. Possess a professional attitude and appearance
10. Demonstrate proficient communication skills to confidently express self in written, verbal and interpersonal situations.
11. Reliable transportation to and from work sites. Preferred valid state driver's license and meet insurance requirements to drive GSA/tribally owned vehicles.
12. Possess and demonstrate computer skills/abilities to develop and utilize database systems, spreadsheets and word documents.
13. Demonstrate strong organizational and time management skills.

PHYSICAL DEMANDS:

1. Ability to stand and walk around for long periods of time.
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
3. Intermittent physical activity includes bending, reaching, and prolonged periods of sitting.
4. Ability to lift up to 40 pounds to shelves and file drawers that may be above the head.

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 at 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.

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 Timíne 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.

for

Patricia Ann

Approved: JueJue Withers-Lyons, Assistant Director, Office of Human Resources

04/21/2025

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

