



541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Human Resources Information System (HRIS) Specialist
SALARY:	Pay Range 8 \$57,926.40-\$67,541.68 annual DOE/DOQ
DEPARTMENT:	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:	Human Resources Business Partner
OPENING DATE:	June 27, 2025
CLOSING DATE:	July 11, 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

The HRIS is responsible for the day-to-day support, maintenance, and improvement of the Human Resource Information System (HRIS), as well as other software and platforms utilized by the Human Resources Department. This role serves as a key technical point of contact for HR, payroll, and other departments that rely on accurate and timely workforce data.

Core responsibilities include ensuring data accuracy and integrity across systems, managing user access and permissions, troubleshooting system issues, and supporting end users with system navigation and

functionality. The HRIS Specialist collaborates closely with subject matter experts and team leads to test system updates, implement process enhancements, and configure workflows that align with organizational needs.

In addition to routine maintenance, the HRIS Specialist supports and coordinates HRIS upgrades, patches, and technical projects in partnership with IT and external vendors. The role also involves developing and maintaining a wide variety of standard and ad hoc reports, dashboards, and data queries using Canopy and other reporting tools to support strategic decision-making and compliance.

This position requires strong analytical skills, attention to detail, and the ability to translate technical processes into user-friendly guidance. The HRIS Specialist plays a key role in optimizing system performance and ensuring HR technology supports the department's overall efficiency, accuracy, and service delivery.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

System Maintenance (Percent of time: 5%)

Assist with the review, testing, and implementation of HRIS system updates and patches. Collaborate with technical and functional staff to apply system fixes and maintain system configuration tables. Ensure processes and outcomes are well-documented.

System Support (Percent of time: 15%)

Provide ongoing support for the HRIS by troubleshooting issues, analyzing errors, and performing regular system tasks. Identify and recommend process improvements or alternative solutions to meet operational needs.

Projects/Process Improvement (Percent of time: 15%)

Support continuous improvement initiatives by recommending enhancements to processes, service delivery, or policies. Serve as a liaison between HR and other departments, such as payroll, and assist in managing or leading HR technology projects using project management best practices.

Records Management (Percent of time: 40%)

Lead the development and implementation of consistent procedures to ensure the accurate and confidential maintenance of all personnel records. Oversee proper file structure and compliance with internal standards and regulations.

Reporting & Data Integrity (Percent of time: 15%)

Develop, maintain, and support a wide range of HR reports and queries using appropriate reporting tools. Ensure data integrity through regular audits and analysis, supporting business needs with accurate and timely data.

Training (Percent of time: 5%)

Create and maintain user guides, procedures, and training materials. Provide training to new users and ongoing support to staff on system functionality and updates.

Professional Development (Percent of time: 5%)

Remain current on trends and advancements in HR systems and technologies. Participate in professional development opportunities such as training, user groups, and conferences to enhance knowledge of HR practices and HRIS tools.

Additional Responsibilities:

As needed, assist with broader HR functions such as staffing and recruitment, internal investigations, and employee development initiatives at the request of the Human Resources Business Partner.

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

As may be authorized by the Human Resources Business Partner

ACCESS TO SENSITIVE AREAS: All 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. Associate degree with two years human resource office, business, business management or administrative experience with at least one-year specific experience using an HRIS software program **and/or** database program.

OR

An associate degree may be substituted for High School Diploma/GED with three to five years in human resource, business, business management, or administrative services experience and at least two years specific experience using an HRIS software program **and/or** database program.

2. Must have excellent interpersonal and communication skills, with the ability to effectively convey information both verbally and in writing. This includes preparing clear and concise reports, memos, directives, emails, and letters. Strong skills in writing, spelling, grammar, proofreading, and punctuation are essential.
3. Must be able to manage assigned duties and projects efficiently and within established deadlines, while working independently with minimal supervision. Strong ability to prioritize and handle multiple tasks simultaneously is required.
4. Must have a comprehensive understanding of computer systems and software, including Access, Word, Excel, PowerPoint, Outlook, and other Office Suite applications. Knowledge of office technology must be kept up to date through ongoing training as directed by the supervisor.
5. Strong knowledge of general office practices and procedures. The individual must demonstrate exceptional organizational skills and have keen attention to detail in managing and maintaining filing systems.
6. Familiarity with Human Resources filing systems and best practices.
7. Proven ability to collaborate and work effectively as part of a team.
8. Must consistently uphold and maintain strict confidentiality at all times.
9. HR THRP Certification preferred

PHYSICAL DEMANDS:

1. Knowledge of the use of standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook). Testing will be conducted.
2. Knowledge and experience in standard telephone answering practices.
3. Knowledge and experience in an office environment comprised of cubicles.
4. Ability to stand and walk around for long periods of time.
5. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
6. Ability to lift up to 20 lbs.

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


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

6/27/2025
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

