

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Department:** Human Resources

**Position to be Filled:** Generalist (SRR Tribal Members Only)

**Required Qualifications/Essential Duties:**

- High school diploma or General Education Degree (GED) plus three months related experience;
- Valid California Driver License **–REQUIRED;**
- Must be insurable through companies carrier and maintain throughout employment- **REQUIRED;**
- Develops and maintain job posting programs;
- Distribute flyers to SRR Tribal Members off/on Rancheria;
- Received, examine and process employment applications by stamping and inputting into applications database;
- Implements policies and procedures for recruitment such as evaluating applicant qualifications, checking references, review background, scheduling and conducting interviews, and pre-employment testing;
- Process and file paperwork for new hires according to the group of employees assigned;
- Send out email notifications for new hires, successfully completing introductory period, and separations;
- Examine and file counseling actions;
- Examines employee files to answer inquires and provides information to authorized personnel/employees;
- Maintains data on employees and annual updates;
- Coordinate and oversee employee events. (Quarterly meetings, Easter luncheon, Christmas party etc.);
- Drive to various sites to shop for supplies and set up employee events;
- Conduct monthly random drug/alcohol testing and input results into Random Database System;
- Advise Management/Employees according to SRR policies and procedures;
- Adhere to confidentiality policy;
- Assists in other employment activities;
- Other duties as assigned;
- Drive company vehicle/personal vehicle to conduct business on behalf of the Human Resources Department.

**Reports To:** Director

**Starting Rate of Pay:** \$23.00 per hour (Non-Exempt)

**Approximate Hours:** 40+ hrs per wk

**Date Posted:** July 2, 2021

**Deadline:** Open Until Filled

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Department Director

Date

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Human Resources Director

Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.