



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard

Sacramento, California 95834

(916) 920-0285 • 1-800-640-CIMC • (916) 641-6338 FAX

1-800-748-5259 (TDD/Hearing Impaired)

www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: Human Resource Manager
(Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, CA 95834

STARTING SALARY: \$1,182.40 to \$1,230.40 Weekly
DOE

CONTACT PERSON: Diana Alvarez
Human Resource Manager

RESPONSIBILITIES: The Human Resource Manager shall administer all phases of CIMC's human resources activity. Shall enforce provisions of the California Indian Manpower Consortium Personnel Policies and Procedures Manual. Shall oversee the implementation of the Human Resource Information System and maintain accurate up-to-date records on all employees of the California Indian Manpower Consortium, Inc. Shall monitor state and federal labor laws to insure program compliance and implement changes to program procedures as necessary. Shall oversee the fringe benefits options and oversee the administration of the fringe benefit programs for CIMC. Coordinate training activities. Shall oversee the CIMC Injury Prevention Program and Workers' Compensation Program.

REQUIREMENTS: Four (4) years human resource management experience demonstrating the knowledge and abilities; and a Bachelor's degree with major work in Business Administration or related field. A valid California driver license, own auto, good driving record and adequate insurance.

KNOWLEDGE OF: Personnel management principles and techniques; current labor laws, including tribal employment rights laws; employee relations and services functions; recruitment, interviewing and hiring techniques.

ABILITY TO: Plan, develop and coordinate human resource programs; collect, analyze and develop occupational data relative to jobs, job qualifications and worker characteristics; provide management with technical level of advice and assistance on personnel management matters and problems; present information effectively; analyze and interpret state and federal rules, regulations and bulletins and convert them into necessary personnel activity changes; supervise and direct subordinate staff; organize and maintain records and prepare reports; operate computer equipment including MS Office, HR database, and spreadsheet software programs; and travel on a regular basis.

OTHER QUALIFICATIONS: Strong managerial, communication, analytical, problem solving skills, work ethic and dependability. Strong understanding of federal regulations pertaining to non-profit operations.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org
Submit applications to: California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

An original CIMC Application can be submitted to any CIMC Office until this position is filled. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws.

In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.