



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: Labor Force Statistician
(Open)
WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, CA 95834

CLOSING DATE: Open Until Filled
STARTING PAY: \$24.95 – \$26.21 per hour
DOE
CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Labor Force Statistician shall gather, analyze, and synthesize labor force and census data from a sample set of four (4) to five (5) California tribes. Shall consult with tribal government in the collection of data through labor market and census survey tailored for each tribe. Provide technical assistance to insure accuracy of data collection. Oversee completion of comprehensive California Labor Force Report.

REQUIREMENTS: Two years related work experience demonstrating the knowledge and abilities, or a Bachelor's degree in Economics, Business, or related field; a valid California driver license, own transportation, good driving record, and adequate insurance.

KNOWLEDGE OF: Knowledge of data collection methods, procedures and practices; knowledge of application of statistics; knowledge of California tribal economics; knowledge of Microsoft Office programs.

ABILITY TO: Ability to establish a working rapport with tribal governments; ability to analyze data and draw conclusions; ability to organize and maintain complex records including electronic records; ability to present complex information effectively both orally and in writing; ability to operate standard office equipment including computer equipment and complex office software programs including, word processing, spreadsheet, and database programs; ability to travel on a regular basis.

OTHER QUALIFICATIONS: Strong mathematical, critical thinking and complex problem solving skills. Advanced oral and written communication skills.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Attention to: M. Ligaya Hattari, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

A CIMC Application must be completed and submitted to any CIMC Office or emailed to receipt@cimcinc.com for consideration, 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.