



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard
Sacramento, California 95834

(916) 920-0285 (available as TEXT PHONE for Deaf/Hard of Hearing)

1-800-640-CIMC ♦ (916) 641-6338 FAX

www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: Human Resource Manager (Open)

CLOSING DATE: June 19, 2026

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

STARTING PAY: \$1,376.00 - \$1,445.50 weekly
Depending on experience

CONTACT PERSON: Diana Alvarez
Programs Advisor

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 ensure 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. Coordinator 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. Qualified work experience may be substituted for the educational requirements on a year for year basis. A valid California driver license, own transportation, 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; Microsoft Office programs.

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 personnel; organize and maintain records, including electronic records and prepare reports; operate standard office equipment including computer equipment and office software programs including word processing, spreadsheet and database programs, preferably HR database programs; and travel on a regular basis.

OTHER QUALIFICATIONS: Strong communication, management, leadership, and supervisory skills. Demonstrate ability to resolve programmatic and administrative issues.

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

Submit applications to: Diana Alvarez, Programs Advisor
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 by 5:00pm on June 19, 2026 in order to be considered. 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. Successful completion of a criminal history background check will be required of the candidate selected for this position.

CIMC offers a competitive benefits package. Please refer to https://www.cimcinc.org/job_opportunities.html for a full list of benefits available.

CIMC is an Equal Opportunity Employer/Program
Auxiliary Aids & Services are Available Upon Request to Individuals with Disabilities

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