

## PERSONNEL



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### \*\*\*Vacancy Announcement\*\*\*

**Position:** Human Resource Specialist  
**Location:** Tribal Administration Building  
**Program:** Personnel  
**Classification:** Non-Exempt  
**Issue Date:** August 17, 2022      **Closing Date:** Until Filled

#### Overview

The Human Resource Specialist, under the direct supervision of the Personnel Director, will be responsible for the overall administration and maintenance of the Cheyenne and Arapaho Tribe's background investigation requirements in accordance to suitability standards established by Public Law 101-630, 25 CFR 63, Public Law 101-647, 45 CFR 1301, 25 CFR 12, PL 90-618, and EO 12968. In addition, requires knowledge of licensing policies, procedures and regulations, and personnel policies and procedures.

#### Essential Duties and Responsibilities

- Ensures that employees who are working with minors will have completed a full background investigation and be in compliance with all mandated statutes, laws and regulations.
- Ensures that employees of Head Start, Child Care and Youth Shelter have completed Department of Human Services background requirements.
- Must possess the ability to ensure the applicable laws and regulations are adhered to in regards to background investigations/files.
- Responsible for completion of new/renewal background investigations including investigative reports to ensure all files remain up to date.
- Forwards completed findings to adjudicating officer and ensures adjudicating officer completes adjudication in a timely manner.
- Acts as the adjudication official when necessary and appropriate.
- Assists employee with acquiring required information and/or documentation needed for background investigation.
- Communicates with Child Care, Head Start and any other programs status/updates of background files to include monthly reporting.
- Completes and maintains Department of Human Services staff sheet which includes Head Start and Child Care Director's signature.
- Maintains completeness of all Head Start and Child Care Program employee personnel files, active and inactive, to ensure all documents required are completed in accordance to all mandated statutes, laws or regulations.
- Maintains, as confidential records, personnel records of an employee and/or applicant working with minors, all background investigation information, and related information.

- Ensures timely retention, protection, retrieval, transfer and disposal of records in accordance to regulations.
- Engages in consistent communication with Director of overall processes, records and dispute resolutions to include monthly update reporting.
- Maintains strict department security and confidentiality with the highest standard of professionalism.
- Performs other duties as assigned.

#### **Physical Job Requirements**

- Sit and/or stand continuously and perform job functions for a full shift with lunch break.
- Requires bending, twisting, reaching, climbing, stooping, crouching, kneeling, lifting and pulling.
- Move objects up to and exceeding 25lbs. with reasonable accommodations.
- Office environment with some travel required.

#### **Education, Experience and Qualifications**

- High School Diploma or GED.
- Business office work experience of two years, preferably in area of human resources.
- Working knowledge of computer software programs such as Microsoft Office Tools experience; knowledge of computer systems and/or communications systems.
- Excellent verbal and written communication skills.
- Ability to build relationships through strong interpersonal skills.
- Must pass a pre-employment drug screen.
- Must pass a background check.
- Cheyenne and Arapaho preference will be given.

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

#### **Personnel Department**

P.O. Box 167

Concho, OK 73022

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