

May 7, 2019

TO: Tribal Business Council

FROM: Joleen Robles, Human Resources Manager

RE: Recruitment Status for Job Openings/HR Update

<u>Open Positions</u>	<u>Opening Date</u>	<u>Closing Date</u>
Physician/Medical Director	May 29, 2018	Until Filled
Controller	February 25, 2019	Until Filled
ICWA	October 26, 2018	Until Filled
Registered Dental Assistant	March 13, 2019	May 3, 2019
Tutor/Driver	March 25, 2019	May 3, 2019
Licensed Clinical Social Worker	April 10, 2019	May 3, 2019
Dental Assistant	April 10, 2019	May 10, 2019
Chief Operating Officer	April 10, 2019	Until Filled
Forestry Crew Supervisor	April 17, 2019	May 10, 2019
Forestry Crew Technician	April 17, 2019	May 10, 2019
Network Technician II	April 24, 2019	May 10, 2019
Custodian	April 30, 2019	May 10, 2019

Positions Recently Closed

Social Marketing/Public Education	Ready to Interview – 1 applicant
Family Support Specialist	Ready to Interview – 1 applicant
Dental Receptionist	Ready to Interview – 2 applicants

Positions Recently Filled

Child and Family Resource Coordinator	Started April 29, 2019 (Tribal Member)
Administrative Assistant (Public Works)	Started March 18, 2019
Family Wellness Coordinator	Starts May 20, 2019 (Tribal Member)

SIR Employee Census Data

32 SIR Tribal Employees
11 Native/Non SIR Tribal Employees
52 Non-Native Employees

95 Employees Total

34% Tribal, 12% Native/Non-Tribal, 54 % Non-Native

REDW – CURRENT JOBS RECLASSIFIED = 19 OUT OF 97

REDW – NEW POSITIONS APPROVED BY TBC = 2

REDW – CURRENT EMPLOYEES SLOTTED = 0 OUT OF 97

REDW – NEW EMPLOYEES SLOTTED = 0

REDW – CURRENT JOBS RECLASSIFIED

TRIBAL

**GRANTS ADMINISTRATOR
EMERGENCY SERVICES MANAGER
TRIBAL ADMINISTRATOR
CHILD & FAMILY RESOURCE COORDINATOR
FORESTRY TECHNICIAN
FORESTRY CREW SUPERVISOR
ADMINISTRATIVE ASSISTANT (Public Works)
EXECUTIVE ASSISTANT (Gaming)
NETWORK TECHNICIAN II
CHIEF FINANCIAL OFFICER
CUSTODIAN**

CLINIC

**DIRECTOR OF DENTAL
REGISTERED DENTAL ASSIST
LICENSED CLINICAL SOCIAL WORKER
CHIEF OPERATING OFFICER
DENTAL ASSISTANT
LICENSED VOCATIONAL NURSE
COMMUNITY HEALTH REPRESENTATIVE
DENTAL RECEPTIONIST**

REDW – NEW POSITIONS APPROVED BY TBC

TRIBAL

**CONTROLLER (2/5/19)
CHILD & FAMILY RESOURCE COORD (3/19/19)**

CLINIC