



SUSANVILLE INDIAN RANCHERIA
745 JOAQUIN STREET
SUSANVILLE, CA 96130
(530) 257-4921

COMMISSIONER ANNOUNCEMENT

Position: SIRHA Board of Commissioners (1 position)
Opening Date: July 06, 2022
Closing Date: August 26, 2022
Compensation: \$150.00 per meeting stipend

GENERAL STATEMENT OF RESPONSIBILITY:

The purpose of the Housing Board is to oversee the affairs of the Susanville Indian Rancheria Housing Authority (SIRHA).

MINIMUM QUALIFICATIONS FOR ALL SIR BOARDS/COMMISSIONS/COMMITTEES:

1. Be a member in "good standing" - this has been identified by the General Council as not having any outstanding debt to the tribe.
2. **Provide proof** of a High School Diploma or General Education Diploma (GED) from an accredited school. (Exemption if you are age 65 or older, or a special needs individual.)
3. **Must submit a short narrative** describing what skills you can bring to the Board/Commission/Committee.
4. Must successfully pass a criminal background check. This includes no felony, drug, or violent crime convictions in the last seven (7) years.
5. Must pass a mandatory pre-employment drug test.
6. Must be a resident of Lassen County for the previous twelve (12) months prior to submitting a request to be on a SIR Board/Commission/Committee. **Proof must be provided.**

ADDITIONAL QUALIFICATIONS FOR SIRHA BOARD OF COMMISSIONERS

7. May be a tenant, Homebuyer, or mortgagee in a housing project of the Authority. You must fully disclose the services received through SIRHA to the Board of Commissioners.
8. May be a member or non-member of the Tribe. **Please provide proof if Tribal Member.**
9. Be a member in "good standing" - per Housing Ordinance No. 2000-002, Amendment 2, Article IV, 1, (4)(i) Good Standing.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/Lassen Indian Health Center/SIR Gaming Commission Application for Board, Commission or Committee Member. (Application is attached)

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center/SIR Gaming Commission Application for Board, Commission or Committee Member.
2. Copy of your High School Diploma or GED or Transcripts from an accredited school.
3. Proof of Residency for the previous 12 months as a resident of Lassen County.
4. Proof of Age.
5. Copy of Susanville Indian Rancheria Tribal Card.
6. Narrative statement describing what skills you can bring to the Board/Commission/Committee to which you are applying for.

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ramador@sir-nsn.gov or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received by 5:00 pm Pacific Standard Time on the closing date of the announcement. Late and incomplete applications will not be considered.**



SUSANVILLE INDIAN RANCHERIA LASSEN INDIAN HEALTH CENTER
SIR GAMING COMMISSION

HUMAN RESOURCES DEPARTMENT
745 Joaquin Street
Susanville, CA 96130

FOR OFFICE USE
Date received: _____

APPLICATION FOR BOARD, COMMISSION OR COMMITTEE MEMBER

PERSONAL			
Last Name	First	Middle	Social Security Number
Street Address			Date of Birth (Required for background check)
City, State, Zip			Home Telephone Number
Name of Board, Commission, or Committee applying for: SIRHA BOARD OF COMMISSIONERS			Cell Phone Number
Do you have a High School Diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No			Have you attached a copy of your Diploma or transcripts? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been a resident of Lassen County for the previous 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No			Have you attached proof of your Residency? <input type="checkbox"/> Yes <input type="checkbox"/> No
If an offer of employment is made, prior to your commencement of employment duties, you will be required to pass a drug test. Are you willing to undergo such a test? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you an enrolled member of the Susanville Indian Rancheria <input type="checkbox"/> Yes <input type="checkbox"/> No YOU MUST ATTACH A COPY OF YOUR ENROLLMENT CARD.			
REQUIRED NARRATIVE			
This space is provided for a short narrative describing the skills you can bring to the Board, Commission, or Committee for which you are applying. Feel free to attach additional pages.			

Signature

Date

**APPLICANT STATEMENT OF UNDERSTANDING AND RELEASE OF LIABILITY
AS WELL AS REQUIREMENTS FOR A CRIMINAL BACKGROUND CHECK**

AUTHORIZATION TO RELEASE INFORMATION

I, _____, am applying for a position with the Susanville Indian Rancheria. I hereby signify my willingness to appear for interviews, in regards, to my application and authorize Susanville Indian Rancheria's representatives to consult with other institutions with which I have been associated and personal references who may have information bearing on my professional competence, character, ethical qualifications, assaultive behaviors and criminal convictions. I further consent to the release/disclosure to the Susanville Indian Rancheria all educational, professional and criminal records that may be material to an evaluation of my qualifications and competence, as well as my ethical behavior for staff membership.

The Susanville Indian Rancheria will not hire or employ persons, nor allow persons to volunteer, for positions that are subject to the Rancheria's criminal background investigation policy (subsection 5 of Section 3 of the SIR Personnel Policies & Procedures), who do not meet the minimum standards of character described in that policy. The required background investigations are intended to determine suitability for employment.

Each individual age 18 or over who volunteers to assist or is employed in an area identified by the Susanville Indian Rancheria as having regular contact with or control over children, will be subject to a criminal background investigation, including fingerprinting. All persons, subject to this requirement shall have their fingerprints obtained by the Susanville Indian Rancheria Gaming Commission for processing through the FBI and State Criminal history repositories for all States that are listed as current and former residences on the employment application or volunteer form.

You have the right to obtain a summary of the criminal history report made available to the Susanville Indian Rancheria Human Resources Department and to challenge the accuracy and completeness of any information contained in the report.

Your signature below constitutes consent to the conduct of a criminal background investigation. Refusal will prohibit your employment or ability to volunteer in any of the areas identified by the Susanville Indian Rancheria as requiring a criminal background investigation.

I hereby release from liability all representatives, facilities, educational institutions and training programs that I have attended and/or worked for, from their acts performed in good faith and without malice in connection with evaluating my credentials and qualifications. I also hereby release from any liability any and all individuals and organizations that provide information to the Susanville Indian Rancheria's staff in good faith and without malice concerning my, education, professional competence, ethics, character and other qualifications.

I certify that the statements/documents that I have made/provided in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

I fully understand that a false statement to any question in this application or the misrepresentation of information otherwise provided may cause my application to be disqualified or constitute immediate termination if employed.

I have read and understand above statement.

Signature

Date

Social Security Number

Driver's License Number