



## **SHINGLE SPRINGS RANCHERIA**

P.O. Box 1340 Shingle Springs CA. 95682

Ph.: (530) 676-8010 Fax: (530) 676-8033

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### **POSITION ANNOUNCEMENT**

**PLEASE TAKE NOTE OF THE FOLLOWING POSITION OPENING AND DATES, AT THE SHINGLE SPRINGS RANCHERIA:**

IN-HOUSE/RANCHERIA POSTING DATES: **JUNE 22, 2006, TO JUNE 28, 2006**

INDIAN PREFERENCE POSTING DATES: **JUNE 29, 2006, TO JULY 12, 2006**

OUTSIDE POSTING DATES: **JULY 13, 2006 UNTIL FILLED**

### **POSITION TITLE: HUMAN RESOURCES GENERALIST**

The incumbent is responsible for planning, developing and administering the Rancheria human resources functions. Acts as a liaison with Rancheria human resources and payroll offices. Researches problems and recommends solutions within approved policies and procedures utilizing independent judgment and discretion.

### **GENERAL RECRUITING INDICATORS**

Minimum: BS degree in Human Resources preferred, with five (5) years experience (Personnel Administration or Human Resources Development) or work experience of equal or greater requirements, substituting, on a year for year basis, progressively responsible work experience related to the duties of the position for the minimum education.

**SALARY RANGE:** \$30,469 to \$33,280 Annually

**Indian Preference:** Preference in hiring is given to: (1) Qualified Shingle Springs Rancheria members; (2) Qualified American Indians in accordance with Title 15 U.S. Code, Section 472 and 473. Verification of Indian preference eligibility must be submitted with application.

For a complete Position Description, submission or Resume and/or Tribal Application please contact the Rancheria, (530) 676 8010 or fax to (530) 676 8033.

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