

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Human Resources Specialist (DFWSO)

EXEMPT: No	JOB CODE: 3-SS T4
TARGET SALARY: \$17.77 to \$20.91/DOQ	SHIFT: 8:00 to 5:00
DEPARTMENT: Human Resources	LOCATION: Bldg. 70
REPORTS TO: Human Resources Director	

SUMMARY: Specializes in specific areas of Human Resources: Workplace Safety, Drug/Alcohol Testing, and Employee Assistant Program. The Makah Tribal Council will appoint this position to administer and enforce the Makah Tribe's Drug and Alcohol-Free Workplace Act of 2002 in order to maintain drug free workplace premise by; pre-employment testing, reasonable cause testing, post-accident testing, return to duty testing and random testing. Responsible for developing and maintaining a comprehensive Tribal safety program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Monitor and update the random list monthly and submit to third party vendor for random selection of employees to ensure the process is free from manipulation.

Perform monthly random alcohol and drug testing.

Coordinates drug testing results with the Medical Review Officer; ensure proper notification and employee action.

Notify program supervisor of an employee who has provided false information and/or attempted to contaminate or alter a urine specimen and positive specimen results in accordance with the Act.

Conduct post-accident U/A and/or DOT U/A and breathalyzer in accordance with the Act. Assist in facilitating the collection of post-accident specimens at hospitals. May require after hours work.

Consult with program supervisor before a reasonable suspicion or post-accident test is administered.

Determine after appropriate investigation and consultation, the ability of an employee to report to work or continue work when taking, or under the influence of a legally prescribed medication.

Responsible for maintaining the Employee Assistance Program (EAP) procedures within the Act regarding drug/alcohol testing, positive result notification, re-entry and re-entry contract monitoring procedures.

Prepare EAP contracts for employees returning to duty after a positive drug or alcohol test. Monitor EAP contracts to ensure employee is in compliance.

Provide resources for mental health, and counseling services.

Respond to both non-auto and automobile employee accidents, inspect the work area for safety issues and recommend corrective action, and follow-up.

Ensure current employees and supervisors, and all new employees and supervisors participate in drug & alcohol abuse awareness session in accordance with the Act. Develops and conducts supervisor and employee training in safety and sexual harassment.

Ensure all supervisors participate in reasonable suspicion training on the effects, signs, and symptoms of drug and alcohol abuse and receive refresher training in accordance with the Act.

Responsible to assure the Act is uniformly enforced and make recommendations to supervisor from time to time for additions or deletions to the Act or other recommendations to assure the purpose of the Act are accomplished.

Maintain files of drug testing results and related documentation communicated.

Monitor compliance with laws, rules and regulations related to provisions of random drug testing and related services

Required to stay up to date on DOT requirements in random alcohol and drug testing. Recommend appropriate changes to supervisor.

Maintain employee prescription lists signed off by a medical provider.

Develop and implement safety, training and accident prevention programs to reduce or eliminate occupational accidents, injuries, illnesses, deaths and/or financial losses. Meet with departmental directors to determine training needs and ensure successful programs.

Schedule inspections of work sites, shops, facilities, and vehicles to detect potential or existing unsafe/hazardous conditions or unsafe work practices, and ensure work is performed in adherence to established safety procedures. Recommends corrective or preventative measures, where needed to reduce accidents and injuries.

Assist and uphold the maintenance of Organizational Workplace Safety Plans and roles and responsibilities.

Maintain, process and act as a tribal liaison during investigations for all Workers Compensation claims.

Participate in the annual Drug Take Back Day in conjunction with Public Safety.

Prepare all required quarterly, annual reports, Clearing House, and DOT Drug & Alcohol MIS reports.

Assists within the HR department when needed.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED).

Two years of experience in program administration, which has included training, program monitoring, and compliance.

Must have proven experience writing i.e., reports, policies, or procedures.

Experience performing U/A testing and breathalyzers preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in

mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

Must be certified in Department of Transportation U/A and BAT, or the ability to obtain within 90-days from the date of hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES

Ability to administer all aspects of drug and alcohol testing and Drug Free Workplace Act, and Safety program.

Ability to prepare comprehensive reports.

Computer experience is required. Must have ability to work with programs such as Word, Excel, Powerpoint, and email. Additional software program experience is preferred.

Ability to listen, observe and record a variety of information.

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful and effective manner, contributing to a positive work environment.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization.

Must have the ability to travel as required.

Ability to maintain strict confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be fully immunized against COVID-19 and provide official documented proof of vaccination prior to employment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: June 8, 2022
CLOSE: June 21, 2022

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Approved 09/03/02
Revised 09/11/03
Revised 01/2014
Revised 12/22/16
Revised 10/08/21
Revised 06/01/22

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.