

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Human Resources Specialist (DFWSO)**

---

<b>EXEMPT: No</b>	<b>JOB CODE: 3-SS T4</b>
<b>TARGET SALARY: \$20.70 to \$23.00/DOQ</b>	<b>SHIFT: 8:00 to 5:00</b>
<b>DEPARTMENT: Human Resources</b>	<b>LOCATION: Bldg. 70</b>
<b>REPORTS TO: Human Resources Director</b>	

---

**SUMMARY:** Specializing in specific areas of Human Resources, this position focuses on Workplace Safety, Drug/Alcohol Testing, and the Employee Assistance Program. The Makah Tribal Council appoints the individual to administer and enforce the Makah Tribe's Drug and Alcohol-Free Workplace Act of 2002, ensuring a drug-free workplace through pre-employment, reasonable cause, post-accident, return-to-duty, and random testing. Additionally, the individual is responsible for creating and managing a comprehensive Tribal Safety and Employee Wellness Program, as well as overseeing all Workers Compensation claims.

**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. Develop and maintain a database for tracking

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.

Maintain files of drug testing results and related documentation communicated.

Maintain employee prescription lists signed off by a medical provider and supervisor.

Calibrate the breathalyzer as required

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

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.

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.

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. Maintain a running list.

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.

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

Maintain and update manuals as needed.

Required to stay up to date on DOT requirements in random alcohol and drug testing. Maintain FTA and FMCSA policies and procedures, recommend appropriate changes to supervisor.

Maintain and update manuals as needed.

Develop and implement safety, training and accident prevention programs to reduce or eliminate occupational accidents, injuries, illnesses, deaths and/or financial losses.

Develop a safety committee

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.

Coordinate the annual/quarterly fire extinguisher safety checks

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

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

Act as Tribal representative between the employee and supervisor for the fit for duty and work arrangements.

Develop monthly Employee Wellness activities.

Develop an Employee Wellness committee.

Plan monthly Bingo games.

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.

Participate on the Wellness Committee.

Responsible for ordering supplies.

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 be punctual.

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.

### **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, Bldg 71**

**Neah Bay, WA 98357**

**Fax: (360) 645-3123**

**E-mail: [hr@makah.com](mailto:hr@makah.com) (PLEASE NOTE NEW EMAIL ADDRESS)**

**OPEN: June 26, 2024**

**CLOSE: Open Until Filled**

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

**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, gender identity, 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.