

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Chief Personnel Officer**

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<b>EXEMPT: No</b>	<b>JOB CODE: NA</b>
<b>TARGET SALARY: DOQ</b>	<b>SHIFT: M-F 8-5 Flex</b>
<b>PROGRAM: STIHC</b>	<b>LOCATION: Clinic</b>
<b>REPORTS TO: Chief Executive Officer</b>	

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**SUMMARY:**

The Sophie Trettevick Indian Health Center (STIHC) of the Makah Tribe, located in Neah Bay, Washington provides comprehensive health services to eligible Tribal and community members. STIHC has a staff of approximately 75 clinic employees (as well as a variety of other contractual, temporary, part-time, and volunteer staff) involved in the direct provision of ambulatory and field health care services and in the administration of purchased and referred care for inpatient and other health services not provided directly.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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.

The Chief Personnel Officer (CPO) is primarily responsible for all human resources (HR) activities at STIHC. This includes, but is not limited to, hiring, performance reviews, training, disciplinary actions, payroll, compensation and benefits, employee communications, and other HR duties. The CPO works closely with other members of the executive leadership team and department managers to resolve personnel issues and makes pay scale and other HR recommendations.

**SUPERVISORY RESPONSIBILITIES**

Supervises direct reports. Carries out supervisory responsibilities in accordance with the organization's policies and procedures and applicable laws. Responsibilities include writing job descriptions, interviewing, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE:**

Minimum of a Bachelor's degree human resources, business administration, or related field; or five years of recently demonstrated and directly related high level professional and community experience may substitute for a Bachelor's degree.

Must have a minimum of two years supervisory experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Have an ability compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Have an ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATION**

Must have a valid Washington State Driver's 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.

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**

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

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 50 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is performed in an office setting. Some work may be performed in community settings. Incumbent must have a valid state driver's license to travel for tribal business.

**SPECIAL REQUIREMENTS**

**Immunization Requirements:** Must be fully immunized against measles, and rubella. Must provide official documented proof of vaccination prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized

program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

**Special Consideration:** if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required

### **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, Building 71  
Neah Bay, WA 98357**

**OPEN: September 18, 2024  
CLOSE: OPEN UNTIL FILLED**

**E-mail: [hr@makah.com](mailto:hr@makah.com) (PLEASE NOTE NEW EMAIL ADDRESS)  
Fax: (360) 645-3123**

### **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 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.