### Job Summary - January 19, 2016

<table>
<thead>
<tr>
<th>HR 210</th>
<th>Department/Program/Division</th>
<th>Job Title</th>
<th>Note</th>
<th>Opening Date</th>
<th>FY 2016 Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>4698</td>
<td>Gaming - Site: Tucson</td>
<td>Gaming Inspector</td>
<td>CR</td>
<td>11/30/2015</td>
<td>$19.58</td>
</tr>
<tr>
<td>4535</td>
<td>Gaming - Site: Tucson</td>
<td>Financial Analyst</td>
<td></td>
<td>12/7/2015</td>
<td>$79,332.00</td>
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<tr>
<td>4712</td>
<td>Gaming - Site: Tucson</td>
<td>Gaming Compliance Auditor</td>
<td>CR</td>
<td>12/14/2015</td>
<td>$52,136.00</td>
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<tr>
<td>4679</td>
<td>Veteran Affairs</td>
<td>Program Coordinator</td>
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<td>12/7/2015</td>
<td>$41,747.00</td>
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<tr>
<td>4695</td>
<td>Veteran Affairs</td>
<td>Office Specialist</td>
<td>CR</td>
<td>12/21/2015</td>
<td>$12.87</td>
</tr>
<tr>
<td></td>
<td><strong>General Support Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4676</td>
<td>Facility Management</td>
<td>Custodial/Grounds Worker (2)</td>
<td></td>
<td>1/11/2016</td>
<td>$11.10</td>
</tr>
<tr>
<td>4686</td>
<td>Department of Information &amp; Technology</td>
<td>PC Technician</td>
<td>CL</td>
<td>11/16/2015</td>
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<tr>
<td>4687</td>
<td>Department of Information &amp; Technology</td>
<td>Systems Administrator</td>
<td></td>
<td>11/16/2015</td>
<td>$68,408.00</td>
</tr>
<tr>
<td></td>
<td><strong>Department of Health and Human Services</strong></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>4513</td>
<td>Senior Services</td>
<td>Program Manager, Senior</td>
<td></td>
<td>1/11/2016</td>
<td>$71,871.00</td>
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<tr>
<td>4672</td>
<td>Community Health</td>
<td>Community Health Representative</td>
<td></td>
<td>1/11/2016</td>
<td>$14.20</td>
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<tr>
<td>4621</td>
<td>Behavioral Health</td>
<td>Treatment Coordinator</td>
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<td>6/1/2015</td>
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<tr>
<td>4580</td>
<td>Behavioral Health</td>
<td>Billing Technician</td>
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<td>11/23/2015</td>
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</tr>
<tr>
<td>4685</td>
<td>Healthy O'odham Promotion Program</td>
<td>Registered Dietician</td>
<td>Re-Advertised</td>
<td>1/19/2016</td>
<td>$87,567.00</td>
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<tr>
<td>4680</td>
<td>Healthy O'odham Promotion Program</td>
<td>Administrative Assistant</td>
<td>CR</td>
<td>12/14/2015</td>
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<td>4730</td>
<td>Home Health Program</td>
<td>Certified Nurses Assistant</td>
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<tr>
<td>4739</td>
<td>Senior Services</td>
<td>Program Coordinator</td>
<td>New</td>
<td>1/19/2016</td>
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<tr>
<td>4748</td>
<td>Child Welfare</td>
<td>Receptionist</td>
<td>New</td>
<td>1/19/2016</td>
<td>$10.83</td>
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<tr>
<td></td>
<td><strong>Department of Education</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4667</td>
<td>Early Childhood - Site: Sells</td>
<td>Teacher</td>
<td></td>
<td>2/9/2015</td>
<td>$19.10</td>
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<tr>
<td>4737</td>
<td>Early Childhood - Site: San Lucy</td>
<td>Teacher</td>
<td></td>
<td>1/4/2016</td>
<td>$19.10</td>
</tr>
<tr>
<td>4735</td>
<td>Early Childhood - Site: San Lucy</td>
<td>Teacher Aide</td>
<td></td>
<td>1/4/2016</td>
<td>$11.66</td>
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<tr>
<td>4669</td>
<td>Early Childhood - Site: Pisinemo</td>
<td>Teacher Aide</td>
<td>New</td>
<td>1/19/2016</td>
<td>$11.66</td>
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<tr>
<td>4736</td>
<td>Early Childhood - Site: San Lucy</td>
<td>Cook</td>
<td></td>
<td>1/4/2016</td>
<td>$11.66</td>
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<td>4668</td>
<td>Early Childhood - Site: Vaya Chin</td>
<td>Center Coordinator</td>
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<td>7/13/2015</td>
<td>$21.09</td>
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<tr>
<td>4662</td>
<td>Early Childhood - Site: Vaya Chin</td>
<td>Bus Driver/Custodian</td>
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<td>11/2/2015</td>
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<tr>
<td>4663</td>
<td>Early Childhood - Site: Pisinemo</td>
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<td>11/2/2015</td>
<td>$14.92</td>
</tr>
<tr>
<td>4724</td>
<td>Recreation - Site: San Xavier</td>
<td>Recreation Program Coordinator</td>
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<td>1/11/2016</td>
<td>$21.09</td>
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<tr>
<td></td>
<td><strong>Department of Natural Resources</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4501</td>
<td>Administration</td>
<td>Natural Resources Technician</td>
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<td>7/27/2015</td>
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<tr>
<td>4560</td>
<td>Range Conservation</td>
<td>Heavy Equipment Mechanic</td>
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<td>8/31/2015</td>
<td>$20.08</td>
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<tr>
<td></td>
<td><strong>Department of Planning and Economic Development</strong></td>
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<tr>
<td>4507</td>
<td>Administration</td>
<td>Planner</td>
<td></td>
<td>7/13/2015</td>
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<tr>
<td>4529</td>
<td>Law Enforcement</td>
<td>Financial Crimes Investigator</td>
<td></td>
<td>11/30/2015</td>
<td>$28.36</td>
</tr>
</tbody>
</table>
TOHONO O'ODHAM NATION
HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov

DESERT DIAMOND WEST VALLEY RESORT
LOCATION: GLENDALE, ARIZONA
The Tohono O'odham Nation Police Department is only accepting applications from candidates who are current Arizona police officers or from candidates who possess an active Arizona POST certification.

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</tr>
</thead>
<tbody>
<tr>
<td>4555</td>
<td>Tribal Employment Rights Office</td>
<td>TERO Compliance Officer (2 Vacancies)</td>
<td></td>
<td>12/14/2015</td>
<td>$ 22.15</td>
</tr>
<tr>
<td>4610</td>
<td>Law Enforcement - Site: West Valley</td>
<td>Police Officer (7 Vacancies)</td>
<td>Lateral</td>
<td>6/22/2015</td>
<td>$ 24.45</td>
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<tr>
<td>4617</td>
<td>Law Enforcement - Site: West Valley</td>
<td>Financial Crimes Investigator</td>
<td></td>
<td>11/30/2015</td>
<td>$ 28.36</td>
</tr>
</tbody>
</table>

General Support Services

| 4688   | Department of Information & Technology | Systems Administrator |        | 11/16/2015   | $ 68,408.00    |

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h)
This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY’S.
If applying contact Human Resources at (520) 383-6540 to schedule an appointment.

Clerical test results must be submitted with your application packet, to be considered "complete".

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following on or before the closing date: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver’s license, 39 month motor vehicle record, and clerical results, if required, to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.
### OPEN CONTINUOUS RECRUITMENT

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>POSITION (S)</th>
<th>CLOSING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Department</td>
<td>Police Officer (Recruit &amp; Lateral)</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Police Department</td>
<td>Public Safety Dispatcher (CL) (CR)</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Police Department</td>
<td>Corrections Officer (CL)</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Fire Department</td>
<td>Firefighter (CL)</td>
<td>Open Continuous</td>
</tr>
</tbody>
</table>

### OTHER EMPLOYER'S RECRUITMENT

#### Intermountain Centers for Human Development

- **Positions - Site: Sells**
- Counselor II/Therapist
- Recovery Coach
- Houseparent Couple (Tucson)

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.

#### Pima County Recorders' Office

**7010 - Clerk Senior Unclassified**

Must be able to speak, or at minimum understand, the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation. The successful candidate for this position is also required to be a registered voter in Pima County. Information on how to apply is located at: http://webcms.pima.gov/cms/One.aspx?portalid=169&pageid=2883 or contact Kim Challender at (520) 724-4357.

#### Community Development Financial Institution of the Tohono O'odham Nation

- **Job Title: Secretary**
- Closing Date: January 13, 2016 @ 5:00 p.m.
- Pay: $8.00/DOE

- **VITA/Training Development Coordinator**
  - Closing Date: Open Until Filled
  - Pay: $40,000.00/DOE

- **Job Title: HUD Section 184 Loan Officer**
  - Closing Date: Open Until Filled
  - Pay: Starting Salary $40,000.00/DOE

- **Job Title: Loan Clerk**
  - Closing Date: Open Until Filled
  - Pay: DOE

All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position.

#### Sells District

- **Sells District**
- **P O Box 910**
- **Sells AZ 85634**
- **(520) 383-2281**

- **Job Title: District Treasurer**
- **Closing Date: Open Until Filled**

Candidates must submit a letter of interest along with an updated Resume to the Sells District Council. The letter and Resume must be delivered to the Sells District Office located at AZ Highway 86, Milepost 112 in Sells, AZ 85634. For more information call Sells District.
JOB ANNOUNCEMENT

JOB TITLE: REGISTERED DIETICIAN

SALARY: $87,567.00, PLUS BENEFITS

OPENING DATE: January 19, 2016

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Health & Human Services/HOPP

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, accomplishes the diet and nutrition strategic objectives by planning, organizing and conducting education for the Tohono O’odham Nation’s Health and Human Services Department, program or divisions.

MINIMUM QUALIFICATIONS:

- Master’s Degree in Dietetic, Nutrition, or closely related field, and two years’ work experience providing nutrition counseling to Native Americans, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Three years of supervisory experience.

AND

- Must possess Registered Dietician Credential by the commission on Dietetic Registration of the American Dietetic Association.
- Must obtain certification in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must possess and maintain a valid Arizona Driver’s License (No DUI’s or major traffic offenses within the past three years) and meet the Tohono O’odham Nation Tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O’odham Nation, (2) enrolled members of other nation’s or tribes (3) other candidates. The Tohono O’odham Nation is committed to providing Equal Employment Opportunities.

“The Tohono O’odham Nation is an "Alcohol/Drug Free Work Place"
JOB ANNOUNCEMENT

JOB TITLE: PROGRAM COORDINATOR

SALARY: $20.07 PER HOUR, PLUS BENEFITS

OPENING DATE: January 19, 2016 CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health and Human Services/Senior Services

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, plans, organizes and coordinates activities of an assigned program area.

SCOPE OF WORK: Provide outreach and information for all Senior Service programs, such as Elder Nutrition, Caregiver Support, Arizona Long Term Care System (ALTCS), Adult Care and Resource/Activities.

MINIMUM QUALIFICATIONS:

- Associates Degree in Business Administration or closely related field and four years’ work experience in management of a program, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year supervisory experience.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver’s license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
- Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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JOB ANNOUNCEMENT

JOB TITLE: TEACHER AIDE

SALARY: $11.66 PER HOUR, PLUS BENEFITS

OPENING DATE: January 19, 2016  CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time  HRS/WK: Non-Exempt
(This position is budgeted for 1680 hours)

DEPARTMENT: Dept. of Education/Early Childhood  JOB LOCATION: Pisinemo, AZ

POSITION SUMMARY: Under general supervision, assists teachers in providing early childhood classroom experiences to enhance and promote the educational, intellectual, and social growth and development of children.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and six months work experience in a classroom teaching environment.

AND

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's card must be obtained within six (6) months of hire.
- Must satisfy health requirements as defined by the federal program standards and be willing to enroll in Child Development Associate (CDA) courses to seek CDA credential.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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The Tohono O'odham Nation is an “Alcohol/Drug Free Work Place”
JOB ANNOUNCEMENT

JOB TITLE: RECEPTIONIST
SALARY: $10.83 PER HOUR, PLUS BENEFITS

OPENING DATE: January 19, 2016          CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time
HRS/WK: Non-Exempt

DEPARTMENT: Health and Human Services/Child Welfare
JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provide customer services answering a multi-line switchboard; route and screens calls; and monitors visitor access. Receives and sorts outgoing/incoming mail, delivers facsimiles.

SCOPE OF WORK: To provide exceptional phone etiquette, office skills and assist in the day-to-day activities while exercising outstanding guest service.

MINIMUM QUALIFICATIONS:

• High School Diploma or General Education Diploma and three months experience in customer service.

___AND___

• Must possess and maintain a valid Arizona Driver’s License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O’odham Nation Tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.

• Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

• Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

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