



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard
Sacramento, California 95834

(916) 920-0285 (available as TEXT PHONE for Deaf/Hard of Hearing)

1-800-640-CIMC ♦ (916) 641-6338 FAX

www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: Human Resource Specialist II (Open)

CLOSING DATE: May 12, 2026

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, California 95834

PAY RANGE: \$1,048.40 - \$1,309.60 weekly
Starting pay determined by
CIMC Policy

CONTACT PERSON: Onatah Reyes
Administrative Support Assistant

RESPONSIBILITIES: The Human Resource Specialist II shall be responsible for general human resource functions including orientation, training, safety, workers' compensation, employee relations. Shall be responsible for the implementation of the CIMC Injury and Illness Prevention Program (IIPP) and overall safety program. Shall implement and maintain CIMC's IIPP elements throughout CIMC offices and CIMC participant worksites. Shall work with the Human Resource Manager in the administration of CIMC policies relating to human resource activity. Shall monitor and ensure compliance with employment related laws and regulations.

REQUIREMENTS: Three (3) years human resource work experience and an Associate's degree with major work in Business Administration or related field.

KNOWLEDGE OF: Human resource principles and practices; laws affecting human resource functions; human resource government reporting requirements; standard systems and procedures for keeping complete records including electronic records; Microsoft Office programs.

ABILITY TO: Analyze and interpret laws and regulations and other technical documents and convert them into necessary procedures; present information effectively to management and employees; communicate effectively with the public, regulatory agencies, supervisors, and employees; complete, organize, and maintain records including electronic records; analyze data and prepare reports; operate standard office equipment including computer equipment and office software programs including word processing, spreadsheet and database programs; travel on a regular basis.

OTHER QUALIFICATIONS: Strong verbal and written communication skills. Advanced interpersonal, analytical, and organizational skills and attention to detail. A valid California driver's license, own transportation, good driving records, and adequate insurance.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org.

Attention to: Onatah Reyes, Administrative Support Assistant
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

A CIMC Application must be completed and submitted to any CIMC Office or emailed to receipt@cimcinc.com for consideration, until 5:00pm on May 12, 2026. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws. In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.

CIMC offers a competitive benefits package to full-time employees after sixty days of employment, covering dental, vision and life insurance premiums in full and ninety-nine percent of the employees medical premiums.

CIMC is an Equal Opportunity Employer/Program Auxiliary Aids & Services are Available Upon Request to Individuals with Disabilities