



**TRIBAL GOVERNMENT**  
**Temporary Pool**  
Position Description

Reports to: As assigned	Open: TBD
Job Class: Non-Exempt	Closes: TBD
Application & resumes send via email to <a href="mailto:hr@paskenta.org">hr@paskenta.org</a> or fax 530-528-3553	Projected Start Date: TBD
<i>Please note: Preference given to Tribal Members of Paskenta Band of Nomlaki Indians.</i>	

**POSITION SUMMARY**

1. Work assignments will be made by the tribal human resources department after consultation with the supervisor that submitted the assignment to the pool. If an offered assignment is refused by a Temporary Pool Employee, then the assignment will be offered to the next best match.
2. Temporary Pool Employees may be assigned to work on a full or part time basis either as a substitute, to fill short term staffing needs, or as a trainee. The length of Temporary Pool Employee assignments may vary, provided that no single Temporary Pool Employee assignment may last for longer than 60 days.
3. All Temporary Pool Employees who are not on assignment will be on "inactive" status

**MINIMUM QUALIFICATIONS & REQUIREMENTS:**

- Assignment depends upon need and availability.
- Pool assignments can vary. Assignments can last as little as one day, but will not exceed 6 months.
- Must be at least 18 years of age.
- Tribal Preference applies.
- Must be available for assignments and must maintain communications with HR.
- Failure to adhere to work requirements may result in an employee's removal from Temp Pool.

**INTERNAL CANDIDATES ARE DEFINED AS:**

- Paskenta Band of Nomlaki Tribal members
- Spouse of a Paskenta Band of Nomlaki Tribal member
- Parent or legal guardian of Paskenta Band of Nomlaki Tribal member children.

Paskenta Band of Nomlaki Indians  
Public Works Manager

- Current Regular Employee, past their six-month introductory period, receiving at least a "meets expectations" on most recent performance evaluation and not under disciplinary action or performance improvement within the previous six months.

For individuals that meet the minimum qualifications:

**AN INTERVIEW WILL BE GIVEN IN THE FOLLOWING RANKING ORDER:**

- Paskenta Band of Nomlaki Tribal members.
- (Qualified Paskenta Band of Nomlaki Tribal members who show they meet the minimum qualifications of the position during the course of the interview process will be given first consideration for hire and the recruitment process will end)
- Tribal member spouses, parents and/or legal guardians of Paskenta Band of Nomlaki Tribal member children and current regular employees.

*This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically, office work setting conditions.*

*THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE OF WORK BEING PERFORMED BY THE INDIVIDUAL IN THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR SKILLS REQUIRED OF PERSONS ASSIGNED IN THIS CLASSIFICATION.*