



## CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard  
Sacramento, California 95834

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1-800-748-5259 (TDD/Hearing Impaired)

[www.cimcinc.org](http://www.cimcinc.org)

# JOB ANNOUNCEMENT

POSITION: H RTP MIS Specialist  
(Open)

WORKSITE: CIMC Central Office  
738 N Market Boulevard  
Sacramento CA 95834

CLOSING DATE: Open Until Filled

STARTING PAY: \$23.75 – \$24.95 per hour  
DOE

CONTACT PERSON: M. Ligaya Hattari  
Human Resource Manager

**RESPONSIBILITIES:** The H RTP MIS Specialist shall be responsible for the collection, organization, reporting, and access of H RTP client information. Ensure accurate up-to-date records of project activity and service to participants. Verify client eligibility, maintain client files, and process all enrollment paperwork for provision and payment of program services. Issue clients' start dates for all enrollments and activity transfers. Shall provide technical assistance and training to Workforce Development staff. Shall oversee H RTP participant time sheet control system. Shall monitor MIS activities in relation to H RTP project goals. Ensure timely preparation of project reports.

**REQUIREMENTS:** Three (3) years related administrative work experience preferably with an Employment and Training program, demonstrating the knowledge and abilities; and an Associate's degree with major work in Business.

**KNOWLEDGE OF:** Information collection systems management principles and techniques; the operating client information requirements and reporting requirements for federal or state workforce programs; database management; Microsoft Office programs.

**ABILITY TO:** Analyze technical data; interpret and apply federal or state rules, regulations, bulletins, and program operating procedures and translate into system data collection requirement and reporting; analyze, assess, and measure effectiveness of information system, participant tracking and data collection systems; compute and analyze data; present information effectively; develop changes for improvement when necessary; complete, organize, and maintain electronic files and records and prepare reports in accordance with grant requirements; deal tactfully with the public and project personnel; operate standard office equipment including computer equipment and complex office software programs including word processing, spreadsheet, database programs, and paperless client records management system.

**OTHER QUALIFICATIONS:** Strong database management and analytical skills.

#### GENERAL INFORMATION:

CIMC Applications are available at [www.cimcinc.org](http://www.cimcinc.org). CIMC offers a competitive benefits package.

Attention to: M. Ligaya Hattari, Human Resource Manager  
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](mailto:receipt@cimcinc.com) for consideration, until this position is filled. 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.