**Julian F. Matthews II**

**1820 NW Arcadia**

**Pullman, WA 99163**

**208-790-4296**

**Email:** **jmatthews@alumni.uidaho.edu**.

**Education: Masters of Public Administration**, **Human Resources Emphasis**, **University of Idaho**, Moscow, Idaho, Awarded August 2000

 **Bachelors of Business Administration, Finance Major**, **Gonzaga University,** Spokane, WA, Awarded August 1991

**Military**: **U.S. Navy**, Storeroom Storekeeper, 1980-1986, Served on the USS Hewitt DD 966, FPO San Francisco, CA and FASOTRAGRUPAC, Naval Air Station, North Island, San Diego, CA. Honorably Discharged September 1986

**Employment**: **Human Resources Director**, **Nez Perce Tribal Enterprises**, Lewiston, Idaho. March 2017 to current. Oversee all Human Resources functions and staff of 5 in coordinating recruitment, benefits, training, employee appreciation and other duties. Work with all departments on training and employee development within Tribal Enterprise system. Provide training for supervisory/managerial staff and continuous improvement and wage and salary review/research for recruitment and retention. $82.000/year

**Human Resources Manager, Nimiipuu Health Clinic**, Lapwai, ID. October 2013 to March 2017. Provide for oversight of all Human Resources and staff including job advertisements, contacting candidates, working with schools and students on perceptorships, internships. Provide for recruitment of all providers, Physicians, Nurse Practitioners, Physician’s Assistants and contractors. Work on policy development, implementation, interviews, staff relations, grievances, oversee 401K plan, medical and dental benefits, recruitment processes, interviews, etc. Work with all departments and staff in performing HR functions. Oversee the Orientation process/program for new and current employees. Consult with supervisors/managers on various HR related policies and updates, laws and employee benefits. Oversee/supervise credentialing of medical providers and other staff. Serve as Acting Director of the clinic in the absence of the Executive Director. 56,000.00/year

 **Organizer/Founder, Nimiipuu Protecting the Environment,** A tribal member run 501C3 Environmental non profit, incorporated April 2015, Oversee all aspects of events, books and travel for group. Oversee volunteer coordination for activities and events. Oversee Social Media, facebook, website, Instagram and Twitter for group. Coordinate new board searches, organize activities and events related to group mission and values. Network with other Tribes, tribal organizations and other Non Profits in the Northwest, Canada, and outside the States.

**University of Idaho, College of Liberal Arts, Political Science Dept,** Lecturer, Moscow, Idaho. Teaching Public Organizational Theory 455/555 to undergraduates and graduate students. Provide in class instruction, assignments, readings, evaluate students papers and research projects. Grade assignments. 4000.00/semester. August 2012 to Dec. 2012

 **Nez Perce Tribe, Education Dept, , Evaluation Technician. Lapwai, Idaho.** 208-843-2253. Work with Grants on evaluation and reporting for funds received. Work with Tribal government and affiliates on public policy and substance abuse. **January 2012 to October 2013**

 **Reemployment Specialist/Veterans Outreach Specialist,** Employment Services Department, State of Washington, Pullman, WA. 509-332-6549. Work with job seekers and employers on job searches and employee matching. Assist seekers with job skills, updates and information. Provide for assistance in job seeking skills. Interpreting policies and procedures or assisting in testing and assessment tools. Also work with area veterans on job and educational benefits. Meet regularly with Veteran’s Service officers from colleges, county, state and federal agencies. **July 1, 2009 to Jan 2012.**

 **Nez Perce Tribal Housing Authority, Lapwai, Idaho. Board Member, Sept 1995 to current.** In this position as vice-chair I work with the board and the Housing Authority staff to administer an annual budget funded by Dept of Housing and Urban Development. We have oversight of housing plans, audits and regular reporting requirements for federal and other funds we receive. We work to develop and maintain current facilities and housing on the Nez Perce reservation. We also utilize other grant funds and federal program Sept 1995 to current.

**Tracker/Mentor**, Coeur d’ Alene Tribe, Tribal Court, Mary Pearson, Supervisor. 208-686-1800. April 2007 to July 2009. I work with young adults, high school students and middle school students with their educational goals/objectives. I coordinate and set up activities related to the tribal culture. Work with tribal programs, state programs and coordinate volunteers to assist with the activities. Coordinate fund raising activities for the young people’s activities and events. Currently on setting up a recycling activity. $36.000.00

**Business Coordinator**, University of Idaho, Sustainability Center, Moscow, Idaho. September 2006 to current. Rose Keller, 208-885-6111. Worked with center staff on student Sustainability projects. Ensure funds and budgets are properly dispersed to and for projects. Track expenditures and budgets for compliance. Coordinate fund raising efforts and research.

**Adjunct Professor. Political Science Dept.,** January 2007. Don Crowley, Department Chair, 208-885-6111. Teaching “Tribal Governments and the Nation”. **Semester to semester.**

**Adult Education Instructor**, Coeur d’ Alene Tribe, Plummer, Idaho. 208-686-1800, Marjorie Zarate/Jennifer Lawrence, Supervisor. January 2005 to June 16, 2006. Worked with Even Start program assisting and tutoring adult education learners working on Educational goals. Provided assessments and testing for students on placement tests and oversaw resources library for program. Salary, $42,000.00/year.

**Policy Analyst,** Nez Perce Tribe, Water Resources Department, Lapwai, Idaho. 208-843-2253. Gwen Carter, Supervisor. June 29, 2004 to November 2004. Worked with the ten tribes in EPA Region X on environmental concerns, policies and issues. Researched environmental issues and disseminated grants and funding opportunities to the tribes. Worked with the Natural Resources departments of the Tribes on coordinating efforts regarding environmental concerns. Salary 40,000.00/year

**Director of Human Resources**, Clearwater River Casino, Lewiston, Idaho. 17500 Nez Perce Drive, Lewiston, ID. January 6, 2003 to Dec. 10, 2003. Robert Gross 702-346-6442 and Martha Oatman 208-746-0723. Oversaw staff of five with responsibility for all Human Resources function of two casinos owned/operated by the Nez Perce Tribe. Salary $48,000.00/year.

 **Veteran’s Affairs Officer,** Nez Perce Tribe, Lapwai, Idaho. May 1, 2002 to January 1, 2003. Simone Wilson, 208-843-2463. Worked with military veterans on claims, form retrieval, activities and benefits. Worked with a variety of Federal, state and local agencies on services for Veterans. Salary $34,000.00/year

 **Adjunct Professor**, Northwest Indian College, Nez Perce Tribe Extension Campus, Lapwai, Idaho. Kay Kidder, 208-843-2253. 25.00/hour

 **Administrative Director**, Bureau of Indian Affairs, Northern Idaho Agency, Lapwai, ID , July 1999 to Aug. 3, 2001. Supervisor, Elliott Moffett 208-924-6415. Oversee the Budget, staffing and policy development and compliance. Work with tribes on regular basis in completing contractual agreements and activities. Oversee the Property management, Roads Maintenance, Purchasing, Self-determination activities, facilities management and enrollment staff. Worked on Environmental Assessments and Hazardous Waste and Materials disposal. Assist in Strategic Plan for agency with staff and field office. Maintain Agencies Web-page. Oversee Computer and Telecommunications needs and activities of the agency. Develop 2-year operating budgets and projects costs for Agency activities. Oversee Agency Credit Cards program. Salary $46,000.00/year

 **Human Resources Director,** Coeur d’ Alene Tribe, August 1998 to July 1999. Supervisor, John Abraham 208-686-1800. Oversaw the Human Resources functions including job and position development, wage and salary surveys, staffing levels, interviews, Grievance Hearing processes and procedures. Assisted Management and Tribal Council in developing Personnel Policies and Procedures for Departments and Programs. Developed amended policies and procedures for Personnel manual. Salary $42,000.00/year

 **Administrative/Personnel Manager**, Nez Perce Tribe, January 1994 to August 1998. Samuel Penney, Chair, Nez Perce Tribe, and Mike Penney, 208-843-2253. Oversaw 6 Departments for the Nez Perce Tribal Government including Personnel, Computer Services, Administration, Plant Maintenance, Safety and Security Staff and Two Tribal Community Centers. Oversaw Tribal Fireworks and Tobacco Licensing and fee and tax assessment and collections for Wholesalers and Retailers. Worked on project and staffing budget developments. Developed overall long-term projects for telecommunications systems to include internet servers, email, phone systems and computer troubleshooting. Developed budgets for new constructions and facilities projects. Developed staffing levels for Facilities maintenance programs. Salary $32,000.00/year

**Accounting Assistant,** Columbia River Inter-Tribal Fish Commission, Portland, OR January 1993 to January 1994. Don Henry, 503-238-0667. Worked in the Accounts Payable section and provided Payroll backup for Accounting Department. Processed Vendor and Contract payments. Worked with vendors and suppliers on a daily basis performing functions.

 **Accounting Technician**, U.S. Dept. of Interior, Bureau Of Indian Affairs, Finance, Northwest Regional Office, Portland, OR August 1992 to January 1993. Rosemary Chartoff, 503-231-6704. Worked in the Travel Section processing travel advances, payments and voucher reimbursements for Northwest Regional Staff.

 **Project Management Assistant**, U.S. Public Health Service, Indian Health Service, Sanitation Facilities Dept, Portland Area Office, Portland, OR. August 1991 to August 1992. Rich Truitt, Worked in Sanitation facilities construction branch keeping budgets for projects and ensuring proper accounting of expenditures and contract payments and obligations.

**Grant**

**Reviewer SAMHSA, June 2014-** Review grants for federal agency

 **SAMHSA, June 2013-** Review grants for federal agency

 **SAMHSA, June 2012-** Reviewed grants for federal agency

**Completed National Institute of Health,** Human Subjects in Research certification 2007

**Completed** Shop Steward training certificate program, AFSCME, April 2010

**Completed** National Veterans Institute Training August 2010

**Completed** AMERIND, Inc. “Human Resources Training”, Spirit Mountain Casino, Grande Ronde, OR July 2012

**Awards Diversity Award,** February 2011, Secretary of State, State of Washington

**Productivity Award,** Secretary of State, State of Washington Productivity Board, January 2010

**Certificate of Commendation,** Karen Lee, Commissioner, Employment Security Dept. January 2010

**Memberships: Member,** Society for Human Resources Management

 **Former Vice-Chair, Nez Perce Tribe Enterprise Board,** Lewiston, Idaho

 **Former Vice-Chairman,** Nez Perce Tribal Housing Authority

 **Current Member,** Board of Directors, Friends of the Clearwater

# **Volunteer**

**Experience:**

Gonzaga Action Program, House of Charity, 1991, Food server

 Martin Luther King Jr. Memorial Center, Spokane, WA , Tutor

 Yellow Brick Road, Janis Youth Programs, Portland, OR. Worked with street kids in downtown Portland, OR.

Urban League, Whitney Young Education Center, Portland, OR. Tutor

 Volunteer, Moscow Food Co-op, Moscow, Idaho

**References:**

**Rebecca Witinok-Huber**, Ph.D. Postdoctoral Researcher

Department of Environmental and Radiological Health Sciences

### Colorado State University, beckywh@gmail.com

2537 Timber Ct., Fort Collins, CO 80521

**Lucinda George**, MSW, Retired Vocational Rehabilitation Counselor, Nez Perce Tribe Vocational Rehab Program. Lapwai, Idaho. Email: lpgeorgemsw2013@hotmail.com Cell: 208-791-0558

**Elliott Moffett,** Gaming Commission Director, Nez Perce Tribe, Lapwai, Idaho. 208-621-4742. Email: elliottm@nezperce.org

**John Abraham**, Law and Order Administrator, Coeur d’ Alene Tribe, Plummer, Idaho 208-686-1800, jabraham@cdatribe~nsn.gov

**Dr. Paul C. Vitt, D.O.** Grande Ronde Clinic, Grande Ronde, OR 660-424-3193

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