



Smith River Rancheria Position Description

Title: TERO Compliance Officer
Class: Professional
Status: Full Time
Supervisor: Self-Governance Director
Effective Date: April 2, 2013

Department: (12) TERO
FLSA: Exempt
Pay Grade: VII (\$16.94 - \$23.90)
Subordinates: None

Position Summary:

The Compliance Officer is responsible for ensuring and monitoring compliance with Smith River Rancheria Tribal Employment Rights Ordinance (TERO). This job description is not an all-inclusive list of the duties and responsibilities of this position. Other responsibilities listed in the Tribal Employment Rights Ordinance. The Compliance Officer is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Conducts the negotiation of TERO compliance plans.
- Assists employers and contractors in compliance with TERO Ordinance including but not limited to presentations and training.
- Monitors covered employers to assure compliance with TERO and other tribal and federal employment laws. Recommends and implements remedies for continued operation.
- Responsible for completing compliance reports and must assure that reports are documented accurately and timely.
- Assists in conducting and investigating labor-related issues, and assists with conflict resolution on formal complaints filed with TERO.
- Receives requests and complaints from covered parties under TERO Ordinance; channels requests to the appropriate persons and follows up on corrective action.
- Researches existing and new federal, state, and local regulations on labor, Indian preference in employment, contracting, equal opportunity and affirmative action.
- Assists in improving the services of TERO by ensuring confidentiality, privacy, accountability and efficiency of the department.
- Conducts program functions as delegated or assigned by the Self-Governance Director.
- Formulates reports and summaries of all investigations.
- Advises the Self-Governance Director of future standards for regulation and develops standard operating procedures for investigations and job related items.
- Assists in training need assessments.
- Assists in carrying out all powers and duties of the TERO Ordinance.
- Performs other duties as assigned.
- Designs, develops, coordinates and maintains the TERO Databases including the TERO Skills Bank; dispatches workers as needed by contractors or subcontractors.
- Coordinates the TERO fee billing and/or fee collection process in conjunction with the Smith River Rancheria Chief Financial Officer.

- Provides monthly reports to the Self-Governance Director, Tribal Administrator, Tribal Council and Tribal Members.
- Acts as liaison with the Equal Employment Opportunity Commission (EEOC), Office of Federal Contracting Compliance (ODCCP), Council for Tribal Employment Rights (CTER), Pacific Northwest Regional TERO, Tribal Enterprises, employers, etc.
- Identify and develop training, organized labor, or other employment opportunities for TERO clients.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- Bachelor's Degree in Business Administration, Human Resources, Construction Management or related field from a college/university accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education (USDE) and/or a combination of verifiable related education and employment experience equivalent to six (6) years.
- Must have knowledge of the Tribal Employment Rights Ordinance, labor laws, equal employment and affirmative action.
- Ability to work independently and under pressure. This includes having the ability to analyze and remedy problems in a logical manner or have knowledge to refer individuals to outside sources for resolve.
- Strong verbal and written communication skills required. Strong presentation skills required. Must have working experience with Microsoft XP Operating System and Office Professional Applications, specifically Word, Excel, PowerPoint, Access and Outlook. Must have ability to navigate Internet with download and upload knowledge.
- Must demonstrate effective public relations skills, and ability to present a professional image for TERO and Smith River Rancheria.
- Demonstrated proficiency in English, spelling, punctuation, and basic writing skills.
- Must possess a valid state driver's license.
- Must travel and participate in training as recommended to meet the goals and objectives of applicable programs.
- Able to perform all duties and responsibilities of this position.
- Demonstrated ability to maintain confidentiality is required.
- Ability to independently manage time well is required.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

- Must possess and maintain a valid, state-issued driver’s license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

May require the following:

- Climbing up and down slopes, using feet and legs and/or hands and arms; walking for distances over irregular terrain; balancing on wet, slippery, loose or narrow surfaces.
- Stooping and crouching to move through or over brush or other obstacles.
- Reaching and extending hands and arms in any direction.
- Standing for sustained periods of time.
- Typing or other tasks requiring manual dexterity and use of fingers.
- Verbal expression of ideas or instructions accurately, loudly, and/or quickly and receive detailed information through oral communication.
- Exertion of up to 20 pounds of force; some lifting or moving of objects up to 50 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and the ability to distinguish shades of color.

Work Environment:

The worker is frequently subject to both indoor and outdoor environmental conditions. The worker may be subject to extreme heat or cold for period of more than one hour. Some work may be performed outdoors under any weather conditions such as rain, wind and/or storms.

Employee’s Signature: _____

Date: _____

Supervisor’s Signature: _____

Date: _____