

## Tolowa Dee-ni' Nation Position Description

**Title:** TERO Director/Compliance Officer  
**Class:** Management  
**Status:** Full-time  
**Supervisor:** Chief Operating Officer  
**Effective Date:** January 27, 2014

**Department:** (12) TERO  
**FLSA:** Exempt  
**Pay Grade:** VIII - X (\$18.98 - \$34.96)  
**Subordinates:** None  
**Grant Funded:** No

### **Position Summary:**

The TERO Director is responsible for ensuring and monitoring compliance with the Tolowa Dee-ni' Nation Tribal Employment Rights Ordinance (TERO). Work closely with contractors, other tribal departments and non-tribal organization to meet the mandates of TERO. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Director is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, Federal, and applicable State laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

**Essential Duties and Responsibilities:** include the following.

### **Compliance**

- Carries out all powers and duties of the TERO Ordinance.
- Monitors hiring of all personnel to ensure compliance with TERO.
- Conducts the negotiation of TERO compliance plans.
- Certifies Indian Preference for contractors and/or applicants.
- Assists covered 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.
- Performs compliance reviews on the job sites to verify that all prime contractors, subcontractors and suppliers are duly permitted by the TERO Office of the Tolowa Dee-ni' Nation, and are adhering to their Compliance Plan that was agreed to and approved between themselves and the TERO Director/Compliance Officer.
- Assists in conducting and investigating labor-related issues, and assists with conflict resolution on formal complaints filed with TERO.
- Shall be the impartial investigating agent responsible for investigating, researching, reporting and documenting any information required within the set timeframes. Gathers, tabulates and analyzes factual data for investigations.
- Formulates reports and summaries of all investigations.

- Receives requests and complaints from covered parties under TERO Ordinance; channels requests to the appropriate persons and follows up on corrective action.

### **Vocational/Client Services**

- Possess a working knowledge of Human Services Programs, Job Readiness and Job Training Programs, and local educational/vocational resources.
- Develop collaborative working relationships with State, County, Tribal and community-based organizations who provide employment training, job counseling and placement services; outreach to local businesses and employers.
- Create positive working relationships with clients to create reasonable and achievable Individual Self-Sufficiency Plans.
- Schedules, promotes, arranges, presents and/or otherwise facilitates the offering of special-topic workshops on career planning, job search techniques, resume writing, interviewing techniques, employer/employee rights, entrepreneurship, small business development, and employer rights.
- Identify and develop training, organized labor, or other employment opportunities for TERO clients.
- Develops and executes training need assessments.

### **Other**

- Ensures the confidentiality, privacy, accountability and efficiency of the department.
- Utilize and maintain computerized system to carry out assigned duties.
- Write, develop and type: policy, letters, budgets, proposals, brochures, reports, and other items as may be required.
- In coordination with the Grants & Contracts Manager, write proposals and grants to provide training opportunities to employees, tribal members and the community.
- Designs, develops, coordinates and maintains TERO Databases including the TERO Skills bank.
- Stays abreast of future employment standards and regulation, and develops standard operating procedures for investigations and job related items.
- Researches existing and new federal, state, and local regulations on labor, Indian preference in employment, contracting, equal opportunity and affirmative action.
- Acts as liaison with the Council for Tribal Employment Rights, Pacific Northwest TERO, Tribal Enterprises, employers, etc.
- Prepare and present monthly reports to Tribal Council and Tribal Members.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

### **Desired Qualifications**

- Experience working with Native American communities,
- Knowledge of, and experience with, Tribal Employment Rights ordinances.

## **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) or a combination of verifiable related education and employment experience equivalent to six (6) years.
- Must be able to perform Essential Duties and Responsibilities of this position.
- Possess strong organizational skills and the ability to set realistic goals, initiate and follow through on complex tasks, manage time, meet multiple deadlines and work effectively under moderately stressful conditions.
- 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 the Microsoft Operating System and Office Professional Applications, specifically Word, Excel, PowerPoint, and Outlook. Knowledge of Microsoft Access is preferred.
- Must demonstrate effective public relations skills and ability to present a professional image for TERO and Tolowa Dee-ni' Nation.
- Demonstrated proficiency in English, spelling, punctuation, and basic writing skills.
- Must travel and participate in training as recommended to meet the goals and objectives of applicable programs.
- 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.

## **Additional minimum qualifications include:**

### **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. Ability to read, analyze and interpret technical manuals and government regulations.

### **Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference 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:**

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/move 30 pounds.

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).

**Work Environment:**

The noise level in the work environment is usually moderate, (examples: business office with computers and printer light traffic).

**Employee’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_