



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS:	OCTOBER 1, 2018	CLOSES:	OCTOBER 16, 2018
JOB TITLE:	COMPLIANCE OFFICER	DEPARTMENT:	TERO
REPORTS TO:	TERO DIRECTOR	JOB GRADE:	
SALARY:	DOQ + BENEFITS	HOURS:	FULL TIME – 40 HRS/WK

POSITION SUMMARY:

Enforces Indian Preference Tribal and Federal laws. Serves as the liaison between employees, employers, Federal agencies, and Unions to ensure compliance with the TERO Ordinance and other Indian Preference laws. Monitors Federal, State, Tribal agreements affecting employment on and off the Reservation in an effort to increase Native American employee referrals. Provides for the coordination and enforcement of the TERO Ordinance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for monitoring Indian Preference in general and subcontracting activities.
2. Assist in developing and maintaining Indian owned business registry for contracting, subcontracting and supply contracts.
3. Perform documentation in-take including, but not limited to, complaints, compliance and utilization plans.
4. Negotiate written Indian Preference agreements on and off the Reservation to increase referrals to local employers.
5. Implement and monitor Indian Preference in employment and training in all contract and policy development
6. Acts as a liaison between employees, Federal Agencies, Unions, employment related offices to ensure Indian Preference goals and objectives are developed and maintained according to TERO Ordinance, Federal, State and local laws.
7. Place minimally qualified TERO clients in meaningful positions with opportunities for training and promotions.
8. Perform on-site inspections of employers to monitor compliance.
9. Monitor local and Reservation based private employers on a weekly basis for compliance with State and Federal Contracts.
10. Responsible for processing charges for TERO Ordinance violations, and individual complaints under the TERO Ordinance.
11. Assist with preparations for hearings on ordinance violations.

12. Monitor on a monthly and quarterly basis the activities and any current issues of the Tribal Employment Right Office.
13. Compile and document information for review by the TERO Director and Commission.
14. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate Arts (A.A.) from two-year college or technical school in a related field; or one year of construction employment related experience and/or training; or equivalent combination of education and experience. Must be familiar with EEOC, Title VII and TERO Laws. Will substitute graduate level course work in business or public administration or a related discipline, and/or training or equivalent work experience that demonstrates the ability to do the job. Position requires office skills including typing and beginner personal computer skills using internet, word processing, spreadsheets. (i.e., Word for Windows, Excel Access & Power Point).

Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

Language Skills

Employee must demonstrate the ability to interact tactfully and positively with Tribal members, all levels of staff and management. Ability to maintain a high level of confidentiality. Ability to read, analyze and interpret common professional journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from staff and regulatory agencies. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions. Ability to effectively present information to management, employees and large groups of people.

Mathematical Skills

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations. Basic mathematical skills.

Reasoning Ability

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Licenses or Certificates

Must have and maintain a valid and unrestricted Washington State driver's license and proof of insurance. Employee must comply with the Tribe's Vehicle Use Policy and able to drive GSA vehicles.

Must be able to successfully pass a background check prior to hire, and periodically throughout employment thereafter.

Travel Requirements

Must be willing and capable to travel for training and public presentations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting and on construction job sites.
- There are frequent employee contacts and interruptions during the day.
- Requires occasional travel using employee's own transportation.
- Employee will be exposed to outside weather conditions.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.
- Work time occasionally occurs outside normal working hours.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe-nsn.gov

*Note: Applications & copies of job announcements available at Rm. # 117
or online at www.puyallup-tribe.com*