



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: TERO Compliance Officer
Department: Tribal Employment Rights Ordinance (TERO)
Supervised by: TERO Manager
Pay Grade: NE5 \$23.60 - \$30.68 Hour (\$49,088.00 - \$63,814.40) DOQ
FLSA: Full-Time; Non-Exempt

Position Summary: The TERO Compliance Officer is responsible for the implementation and enforcement of the Tribal Employment Rights Ordinance (TERO). Work closely with contractors and sub-contractors on all Construction projects within the boundaries of the Bishop Paiute Reservation to meet the mandates of TERO.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Customer oriented in delivering excellent service to both internal and external customers in a friendly, courteous, and professional manner.
- Responsible for implementing and enforcing the Tribe's TERO Ordinance.
- Will be required to attend pre-construction meetings for all Construction projects on the Bishop Paiute Reservation.
- Assist the TERO Manager with all Compliance Plan Agreements and referrals.
- Enforce all Contractors to utilize the Job Skills Bank when qualified Native Americans are available.
- Must provide daily inspections on all construction projects to ensure contractors follow the TERO Ordinance.
- Must be able to conduct daily inspections of client worksites and be able to provide detailed and quality reports.
- Enforce Indian Preference for all construction projects on the Bishop Paiute Reservation.
- Ensure that Employers/Contractors give preference to Tribally Owned and Indian Owned Businesses in the award of contracts and sub-contracts in accordance with Federal Regulations.
- Must establish the minimum number of Native Americans each Contractor must employ on their workforce during any construction work conducted on the Bishop Paiute Reservation.
- Ensure fair employment practices in compliance with the TERO Ordinance.
- Ensure Businesses on the reservation are in Compliance with the Business Permit Ordinance.
- Assist the TERO Manager with collecting Business Permit applications and Business Permits.
- Recommend penalties against employers/contractors/businesses who are in non-compliance with the TERO Ordinance and Business Permit Ordinance to the TERO Commission as necessary.
- Provide monthly, quarterly, and annual progress reports to the TERO Manager, Commission and Tribal Council on all current construction projects.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

- High School Diploma or GED required.
- Must have knowledge and work experience in the construction field, a minimum of four (4) years preferred.

- Knowledge of business, contracting, employment and Indian Preference is necessary.
- Experience in job placement service preferred.

Other Requirements:

- Knowledge of; and or experience with; Tribal Employment Rights Ordinance.
- Knowledge of federal laws concerning employment and discrimination desirable.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Demonstrated ability to maintain confidentiality is required.
- Must possess a valid California Driver's license and to be insurable under the Tribe's existing automobile insurance policy.
- Work and respond to callouts before and after standard scheduled hours of work for any project emergencies that may arise.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making*-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make responsible decisions.
- *Interpersonal Skills*- the individual maintains confidentiality, remains open to others' ideas and, exhibits willingness to try new things.
- *Oral Communication*—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts productive meetings.
- *Customer Oriented*- the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management*—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Adaptability*-the individual adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays, or unexpected events.
- *Reliability*- the individual is consistently at work and on time, follows instructions, responds to managements direction, and solicits feedback to improve performance.
- *Organized*-the individual keeps clean and organized workspace and projects.
- *Technology Skills*-operates various word-processing, spreadsheets, MIP, and database software programs in a Windows environment.
- *Safety Oriented*—Observes surroundings to maintain a safe work environment for community members and co-workers.

Physical Demands/Work Environment:

Work is generally performed in an office setting and occasionally in an outdoor environment. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and coordination in preparing reports using a computer keyboard. The employee occasionally required to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____