

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-041 **Issue Date:** 03-25-14 **Closing Date:** 03-31-14

Compliance Officer
Tribal Employment Rights Ordinance (TERO)
Department of Tribal Administration
Hourly Wage: \$15.29/Full-Time/Regular

Position is responsible to enforce adherence to Tribal Employment Rights Ordinance (TERO) and monitor work sites and payroll records to guarantee employer and contractor compliance with the Tribe's Indian Preference guidelines. Work involves screening applications for job referral, negotiations with contractors for Indian Preference positions, labor dispute mediation, employment discrimination complaint investigations, preparation of required reports and studies, public relations and liaison work with contractors, employees, and business concerns on the Yakama Nation Reservation.

Knowledge, Skills and Abilities:

- Knowledge of Employment Rights, Manpower Training and Labor Law.
- Knowledge of Yakama Nation Employment Ordinance.
- Knowledge of Federal and State Contract Laws.
- Knowledge of the building construction, logging, occupational trades, competitive wage rates and scale, trainee requirements and fringe benefits that are comparable to union apprentice or journeyman wage for this area.
- Knowledge of procedures for requesting information, statistics and material from Federal, State, Country, and City offices and the Department of Labor.
- Ability to maintain informative working relations with the various consultants of the National Organization of the Council for Tribal Employment Rights, Labor Union Officials and representative.
- Ability to use computerized file systems to match up and refer qualified Indian personnel and job descriptions to job site.
- Ability to counsel applicants applying for employment
- Ability to analyze data.
- Ability to express ideas effectively, orally and in writing.
- Skill in establishing and maintaining effective working relations with employers.
- Ability to utilize, tact and diplomacy when dealing with employers that are subject to investigation.
- Ability to objectively determine if a case warrants any further investigations (Steps to follow).

General Recruiting Indicators:

- Two years experience in counseling/supervisor/management work; or a Four Year Degree in business management; or a combination of education and experience demonstrating the ability to perform the work.
- Ability to pass a pre-employment drug and alcohol test.

Necessary Special Requirements:

- Must be knowledgeable of timber harvesting and commercial timber transportation methods.
- Must be Knowledgeable of job classifications within local industry and qualifications required to fill those positions.
- Must have the ability to understand the needs of the Indian People and be able to provide them assistance and guidance in seeking employment.
- Must have a valid Washington State Driver's License.
- Ability to remain calm and in control in sometimes hostile situations.
- Knowledge of Closed Area, Timber Harvesting, and Timber Operations. Ability to read maps.
- Background in contract compliance.
- Yakama Preference is practiced.