

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-034 **Issue Date:** 01-30-18 **Closing Date:** 02-20-18

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

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 complaints 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 applicable Federal Indian Employment Laws.
- Knowledge of building construction, logging, occupations trades, competitive wage rates and scale, trainee requirements and fringe benefits comparable to union apprentice or journeyman wage for this area.
- Knowledge of procedures for requesting information, statistics and materials from federal, state, county, city offices and Department of Labor.
- Knowledge of timber harvesting and commercial timber transportation methods.
- Knowledge of job classifications/trades.
- Skill in establishing and maintaining effective working relations with employers.
- Skill in writing reports and effective oral communications.
- Ability to maintain informative working relations with various consultants of the Nation Organization of the Council for Tribal Employment Rights and Labor Unions.
- Ability to demonstrate computer skills and ability to analyze data.
- Ability to counsel applicants.
- Ability to utilize tact and diplomacy while conducting investigations.
- Ability to maintain confidentiality.
- Ability to understand the needs of the Indian People and ability to provide assistance and guidance in seeking employment.

General Recruiting Indicators:

- Two years' experience in counseling/supervision/management work or a four year degree in Business Management or a combination of education and experience demonstrating the ability to perform the work listed.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver's License with the ability to obtain a valid Yakama Tribal Driver's Permit.
- Background in contract compliance preferred.
- Yakama Preference.