

PYRAMID LAKE PAIUTE TRIBE

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JOB ANNOUNCEMENT

TRIBAL EMPLOYMENT RIGHTS ADMINISTRATOR

TERO Building, Wadsworth, NV
\$57,137.60 - \$63,024.00/annual, Full-Time, 40 hours per week
Exempt CL 505, Gr 19, Step 1-3 DOE

Date Re-Posted: 10/30/2024.

Date Closes: 12/02/2024.

DEFINITION: Administers all activities associated with the development and implementation of a comprehensive TERO (Tribal Employment Rights Ordinance) program. Establishes and maintains public relations with civic, county, and federal agencies. Promotes and highlights the skills and resources of the local workforce and Tribe by creating job opportunities through utilization and implementation of the Ordinance.

DUTIES AND RESPONSIBILITIES:

Manage the Tribal Employment Rights Office and administer program funds to conduct the purposes of the office; prepare TERO operational budget and revises, as necessary.

Establish a tribal hiring event and certify qualified Indian applicants. Develops and maintains a register setting forth the names of Native American individuals by trade and Native American owned firms certified for Indian preference.

Develop officially announced TERO guidelines for the community; apprise Indian preference individual of their responsibility to the TERO program, define the goals and objectives of the TERO program, detailing how individuals will be referred to jobs, and how complaints are processed.

Prepare compliance plans for local employer and contractors; maintains a variety of record keeping systems and statistical data to ensure proper accounting of Indian preference individuals served and for use in attempting to secure funding for the TERO program. Inspects all non-privileged information set forth in the books and records maintained by any covered employer for the purpose of ensuring continued TERO compliance.

Develop TERO enforcement strategies while complying with federal contract law, in addition to implementing plans resulting in improvement within the Tribal workforce and opportunities for Tribal employees, contractors and subcontractors. Collects TERO fees and levies fines against contractors who violate the Ordinance.

Negotiate TERO compliance plans with federal and state contractors, and private sector businesses. Mediate labor versus management disputes that arise through the TERO complaint procedure. Investigates TERO discrimination-based complaints filed with the Office.

Develop and maintain the TERO administrative process including intake, complaints processing, hearings, court proceedings and imposition of sanctions against parties found guilty of TERO violations.

DUTIES AND RESPONSIBILITIES, Continued:

Perform regularly scheduled on-site inspection of all TERO jurisdiction work location and/or reviews weekly workforce reports and payroll records to monitor employment and contracting activities.

Perform public awareness activities to orient the local community to the TERO office functions and responsibilities as well as to update the public on TERO current developments and future plans.

Supervise volunteers, program trainers, and/or support staff.

Review and approve or disapprove position requests for core crew and total workforce needs on each contract that takes place on the reservation.

Meet with contractor, union officials and the business community to negotiate goals and timetables and recognition of the Indian preference measures addressed in the Ordinance and other federal employment laws whenever appropriate.

Develop procedure, guidelines, and regulations for the revision of the Tribal Employment Rights Ordinance, so that it can be utilized in the most effective manner.

Evaluate Tribal manpower resources and develops and implements employment training programs for the purpose of meeting current and future employment needs in conjunction with other Tribal programs.

Submit monthly report to the Tribal Council, and other departments, as necessary.

Perform other related duties as required.

MINIMUM QUALIFICATIONS:

Demonstrated experience in developing training and technical programs to enhance workers' marketable skills.

Supervisory experience with volunteers, program trainers and/or support staff.

Knowledge of building and construction trades desirable; program development, management principles, and the application of federal employment laws.

Ability to: understand, interpret and apply rules, regulations and ordinances; gather and analyze a variety of data and prepare appropriate reports; communicate orally and in writing; independently carry out an assortment of special and ongoing projects; work efficiently under pressure of deadlines, conflicting demands and emergencies; work effectively with members of the general public; work with minimal supervision; operate a computer and working knowledge of word processing, database and spreadsheet software packages; establish and maintain effective, courteous and cooperative working relations with all levels of persons contacted in the course of work.

Possess administrative ability with knowledge of employment and discrimination laws; skill in developing and maintaining program operating budgets and preparing narrative statistical reports; good negotiating skills and be able to establish positive working relationship with the private employer sector.

Must be knowledgeable in areas of due process and Tribal court procedures

REQUIRED EXPERIENCE AND TRAINING:

Completion of two years of college and two years of administrative experience directing a program; or any combination of experience, training or other preparation which would indicate possession of the required knowledge, abilities, and skills listed above.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, extension 1132.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.