



# QUECHAN INDIAN TRIBE

## *Fort Yuma Indian Reservation*

### HUMAN RESOURCE DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (760) 572-0213

FAX (760) 572-0515

### POSITION DESCRIPTION

**Position: Tribal Employment Rights Officer**

**Salary: \$42,654.00 Annually**

**Opening: Monday, November 20, 2017**

**Closing: Wednesday, November 28, 2017**

### BASIC FUNCTION:

The incumbent will be under the supervision of the Vice-President. The position of the Tribal Employment Rights Officer is established to promote employment and business opportunities for Native Americans residing on the Quechan Indian Reservation. Will manage and coordinate safety education for all Tribal employees.

### DUTIES & RESPONSIBILITIES:

- Responsible for managing the Tribal Employment Rights Office and enforcing the Employment Ordinance.
- Acts on behalf of the Quechan Indian Tribe by negotiating agreements between private sector employers and the Quechan Indian Tribe for the hiring and training of local Native Americans in all employment projects on the Reservation.
- Knowledge of and familiarity with issues which affect hiring and work practices on the Reservation.
- Establishing and monitoring an in-house accountability system and responsible for collecting the Tribal Employment Rights fee from all covered employers.
- Acts on behalf of any individual, or the Tribe, in cases of possible employment discrimination. Such investigations and attempted resolution of cases may require the use of available Tribal, State, and Federal resources and laws.
- Must become familiar with all State and Federal agencies and their functional relationship to the Quechan Tribe Employment Rights Office and for submitting funding proposals to the appropriate sources of funding.
- Responsible for the promotion of business opportunities for local Native Americans with private sector business organizations.
- Responsible, in part, for assisting local Naive Americans in business development. Such efforts will require the use of Federal, State and other sources.
- Responsible for providing directly, or facilitating, technical assistance in areas requested by local Native American business organizations.
- Responsible for submitting reports to supervisors, other departments and/or organizations.
- Prepare monthly reports for Tribal Employment Rights Commission meetings.
- Responsible for preparing and collecting all necessary non-compliance evidence and represent individuals during Tribal Employment Rights Commission hearings.
- Must be knowledgeable in the area of due process and Tribal court proceedings.
- Plans, organizes and provides on-the-job training, assists in organizing classroom training for individuals placed through the Tribal Employment Rights Office for the purpose of developing and/or improving performance and productivity.
- Exercise Tribal manpower resources, develops and implements employment and training programs for the purpose of meeting current and future employment needs.
- Interviews and pre-screens individuals who meet the minimum requirements for placement with private employers.
- Re-evaluate individuals after placement to guarantee that they are meeting their full productivity potential.
- Provides direct supervision of all staff employed at the Tribal Employment Rights Office.
- Orientates staff on the legal structure and procedures for the Tribal Employment Rights Ordinance and Guidelines.

- In consultation with the Tribal Employment Rights Commission develops procedures, guidelines, and regulations as to revised Tribal Employment Rights Ordinance for utilization in a most effective manner.
- Maintains an updated list of certified Native American owned companies and on their behalf negotiates bid solicitations from private employers.
- Must possess good negotiation skills and be able to establish a good working relationship with the private sector.
- Seek and assist in negotiating sub-contracting opportunities from the State, Federal or private sector and prepare field reports for the appropriate individuals.
- Manage and coordinate safety education for all employees.
- Responsible for loss investigation and assist in reporting loss analysis.
- Work with the Human Resources Director in monitoring and assessing the needs of the Tribal employees regarding safety related issues.
- Conducts safety inspections before and after training to determine effectiveness of training and compliance.
- Manage employee education and training to develop standard procedures to be utilized with emergency situations in regard to Worker's Compensation injuries or other bodily injuries that may occur in the work environment.
- Works with Directors, managers and supervisors on Worker's Compensation first contact upon loss procedures, loss investigation, loss analysis, and audit to ensure compliance, and assist in reporting analysis.
- Regulatory Compliance: Responsible for audit to ensure compliance (local, federal, OSHA, Health Department, fire, etc.)
- Coordinate carrier loss control visits.
- Works with other departments and programs in developing standard procedures for emergency response such as power failure, fire, well systems leaks, and bomb threats, etc.
- Conduct checks on fire extinguishers and other safety equipment.
- Performs other related duties as assigned.

### **QUALIFICATIONS:**

- Two years secondary education with emphasis in Business, Public Administration or a related field.
- Two years' work experience in related field, additional experience can be substituted for secondary education.
- Three years' experience in industrial safety.
- Administrative ability with emphasis in employment discrimination laws.
- Ability to prepare concise narrative and statistical reports.
- Ability to communicate effectively with local people, business organizations, tribal officials, labor organizations and public officials.
- Ability to maintain effective working relationship with people of different social, educational and economic backgrounds.
- Ability to prepare clear, concise oral/written reports and presentations.
- Skills in the planning, organization and management of personnel and equipment within prescribed budget limits in accordance with established standards.
- Must have knowledge and skill in coordinating programs utilizing appropriate procedures, as well as flexibility to maintain a continuous training program.
- Must have knowledge and skill of OSHA regulations.
- Must possess a valid driver's license and be insurable by the Tribe.

### **FOR MORE INFORMATION AND TO APPLY:**

**Quechan Indian Tribe**

**Human Resource Department**

**350 Picacho Road**

**Winterhaven, CA 92283**

**Telephone: (760) 572-0213, Ext. 280**

**Fax: (760) 572-0515**

**Mailing Address:**

**P. O. Box 1899**

**Yuma, AZ 85366**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.