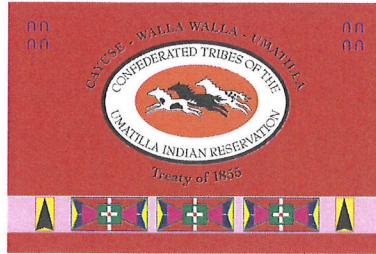


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** TERO Compliance Officer

**SALARY:** Pay Range: 8  
\$41,079.84-\$57,430.20 Annual  
DOE/DOQ

**DEPARTMENT:** Office of Human Resources  
Tribal Employment Rights Office Program

**LOCATION:** Position located at Nixyaawii Governance Center, Mission, Oregon,  
Confederated Tribes of the Umatilla Indian Reservation.

**EMPLOYMENT STATUS:** Full Time with benefits package  
Background check required  
Non-Exempt

**SUPERVISED BY:** TERO Program Manager

**OPENING DATE:** November 10, 2021

**CLOSING DATE:** Open until filled; review of complete applications on December 1, 2021 &  
December 15, 2021.

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

**OFFICE OF HUMAN RESOURCES MISSION**

The Office of Human Resources, as a strategic partner with all Tribal departments and enterprises, delivers quality services to the Tribes and its community by guiding and facilitating the employment of highly qualified

staff: cultivating, developing and growing its most vital resources, its Tribal Members, to become highly qualified for positions in the Tribes and its enterprises; providing employee benefits; and maintaining a safe and legally compliant work environment for the Tribes' employees.

## TERO PROGRAM MISSION

To enforce the regulatory authority of TERO with compliance of Indian Preference in employment, contracting and sub-contracting and to provide employment and training opportunities to empower CTUIR Tribal Members to enhance their skills, abilities and knowledge to allow them to enter the workforce and maintain employment of their choosing.

## GENERAL STATEMENT OF DUTIES

At the direction and supervision of the TERO Program Manager, the TERO Compliance Officer must be familiar with the TERO Code requirements to promote understanding and cooperation between TERO, reservation employers, contractors, subcontractors and TERO employment clients. Compliance Officer will assess client skills surveys for experienced and capable personnel for assignment to projects. Individual will utilize interview skills to evaluate candidates for employment and must be capable of providing candidates with information about the construction trades and project environments. Officer will provide career counseling to clients. Compliance Officer will assist the program manager to identify candidates for apprenticeships and on-the-job training opportunities. Must be physically able to conduct on-site compliance audits and be familiar with construction site safety and operational procedures.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Execute provisions of the TERO Code as directed by the Program Manager.
2. Monitor and enforce employer/contractor requirements as stated in the code.
3. Conduct TERO client assessments.
4. Maintain the TERO hiring hall and keep an activity sheet on every TERO client who signs up for services for monitoring and tracking purposes.
5. Provide career counseling to TERO clients and trainees.
6. Must contact all employers including new and existing to develop employment opportunities
7. Shall monitor progress of career paths of clients and recommend changes as required.
8. Will conduct on-site inspections of employers to ensure that they are in compliance with the TERO Code and established hiring goals and time tables.
9. Brief clients about their individual employment rights under Federal Law and the TERO Code.
10. Conduct initial investigation of all and any potential complaints of employment discrimination by Indians.
11. Explain the complaints process to both employers and clients as spelled out in the TERO Code.
12. Must become knowledgeable of the negotiations and agreements between TERO and employers.
13. Must develop and maintain communications with other Tribal, Federal and State agencies for training and employment possibilities.
14. Will perform office duties as needed and/or required, such as handing out appropriate forms, i.e. skills surveys, Indian owned business certifications forms, I-9 forms, referral cards, training assessment forms, etc.
15. Must have strong communications and people skills.
16. Must have ability to analyze and resolve difficult problems in a logical manner.
17. Must be able to conduct effective personal interviews for both employment opportunities and for alleged charges of employment discrimination.
18. Must be able to maintain confidentiality in all duties.

19. Must be able to work with a diverse group of people, i.e. Indian, non-Indian, agencies, business organizations, etc.
20. Must have knowledge of computer and all office equipment.
21. Will assist the TERO Program Manager and all other Human Resources staff within the Human Resources department to ensure that a full range of employment and training services to clients/employees are available.
22. Must develop reports on projects to the TERO Program manager.
23. Shall assist in the preparation of presentations and reports to the TERO Commission, Board of Trustees and the General Council.
24. Assist with all other duties as assigned as it pertains to position duties & responsibilities.

**SUPERVISORY AUTHORITY:** In the absence of the TERO Program Manager

**SIGNATORY AUTHORITY:** Purchase Requisitions, Timesheets, Leave Requests, when delegated

**ACCESS TO SENSITIVE AREAS:**

Access to the Human Resources department area containing sensitive documentation and material. Access to records of TERO referrals and TERO certified Indian owned businesses.

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Bachelor's Degree in either: business administration, public administration, human resources or construction field with one (1) year of progressively responsible experience related to the work of the position with demonstrated supervisory responsibility; **OR**

Associates Degree in either: business administration, public administration, human resources or construction field with two (2) years of progressively responsible experience related to the work of the position with demonstrated supervisory responsibility; **OR**

High School Diploma or GED with at least three (3) years of progressively responsible experience related to the work of the position with demonstrated supervisory responsibility.

2. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters.
3. Must possess strong public relations skills and demonstrate ability to promote exemplary customer service.
4. Must have the ability to work effectively with others and able to make verbal and visual presentations with different federal and state agencies.
5. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
6. Must be able to effectively communicate departmental, program and Tribal concerns to Tribal elected officials', Tribal management, the General Council and the TERO Commission.
7. Must have knowledge and experience with computer processing equipment and software, including but not limited to: Word, Excel, Power Point and Outlook. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
8. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
9. Understanding of the bidding process for but not limited to, highway/bridge, residential and commercial construction.

10. Knowledge of applicable federal laws involving Indian preference and policies specific to the Tribal organization. Understand the principles of Tribal sovereignty, treaty rights and rights within the aboriginal territory of the CTUIR.
11. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
12. A test will be administered immediately following interview appointment.

#### PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 25 pounds to filing cabinets.
5. Must be able to walk/navigate rough terrain during the course of site visits in all weather conditions.
6. May be required to work in a hazardous environment; i.e. chemicals used for the purpose of construction and oil/gas rigs.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### EMPLOYMENT PREFERENCES:

##### Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.



## DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

## APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

## REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR’s Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214.

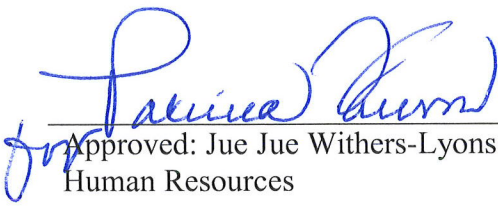
## APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

## OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**



Approved: Jue Jue Withers-Lyons, Assistant Director, Office of  
Human Resources

11/10/2021

Date

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### **Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date