

JOB OPENING ANNOUNCEMENT

Job Title: TERO Officer

Report To: HR Director

Department: Human Resources

Job Vacancy: YAN-25-07

Status: Full-Time; Non-Exempt

Starting Wage: DOE

Opening Date: January 13, 2025

Closing Date: January 27, 2025

POSITION DESCRIPTION:

Under general supervision, the Tribal Employment Rights Officer is responsible to enforce the TERO ordinances in the employment, training, contracting, and subcontracting that protects the rights of Native American Indians by eradicating employment discrimination. This position will ensure compliance and monitor employment practices of private and public sector employers on the Reservation, investigate allegations of employment discrimination complaints, enforce Indian Preference, settle claims, refer and recruit Indians to gainful employment, and ensure compliance with tribe's Preference Priority and Indian Preference laws and with state and federal regulations needed. Tribal Employment Rights Office is the authorized agency for all labor relation matters.

QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Human Resources, Organizational Development, or related field and two years related work experience in recruitment, job training, employment compliance and monitoring, preferably in the construction industry and/or related experience or equivalent combination of education.
- Skill in providing superior customer service to external and internal customers.
- Knowledge of applicable federal, state, tribal laws, regulations and requirements regarding recruitment and employment, TERO Indian Preference legal framework and Equal Employment Opportunity provisions of Equal Employment Policies of the Yavapai-Apache Nation concerning: tribal contracts and leases.
- Knowledge of effective principles and practices of management and supervision.
- Ability to handle multiple tasks and work a flexible schedule as needed.
- Ability to follow instructions and observe the confidential nature of activities of the Tribal Employment Rights Office.
- Thorough knowledge of the Skill in written and verbal communications, problem solving and decision-making.
- Physical and emotional conditions adequate to meet the demands of assigned duties.
- **Must have a valid Arizona Driver's License, be insurable with the Nation's auto insurance policy, and sustain insurability throughout the duration of employment.**

DUTIES AND RESPONSIBILITIES:

- Reviews outside employer's and agency contractual documents to ensure compliance with TERO ordinances.
- Conducts periodic inspections of employer's job sites to ensure compliance with employment requirements.
- Analyzes applications for Indian certified firms and make recommendations to the TERO Commission.
- Prepares and interviews clients in all potential employment discrimination cases.
- Disseminates occupational requirements to employers registered with TERO.
- Recruits and screens applicants for employers registered with TERO.
- Ensures a qualified workforce by coordinating efforts with outside employment and training organizations and programs.
- Represents applicants seeking employment and training.
- Formulates charges of alleged violations of Title VII, files with EEOC and attempts to resolve through mediation with the employer.
- Maintains knowledge of regulatory requirements by studying current and proposed legislation and rulings; establishing personal networks with counterparts in other organizations.
- Prepares employers and clients to accomplish TERO goals by conducting public awareness workshops.
- Maintains documentation and files in accordance with policies and procedures.
- Impose penalties, within limits or schedules approved by the Council, on Covered Employers who violate the provisions of the TERO Code.
- Develop and promulgate regulations necessary to implement the provisions of the TERO Code subject to approval by Council.
- Establish and maintain a tribal hiring that maintains a record of qualified, employable Tribal Members and other American Indians that qualify as Covered Employers to fill vacancies.
- Work cooperatively with other tribal programs, i.e. job training programs, to establish counseling and support programs for Tribal Member workers to assist them in retaining employment.
- Enter into cooperative agreements with federal and state agencies to minimize employment discrimination on the Yavapai-Apache Lands, to promote American Indian Preference in hiring, training, and contracting and ensure compliance with the TERO Code.
- To obtain from Covered Employers subject to this Code certified payroll reports ("Certified Payroll Reports") that contain information relevant to the TERO Officer's enforcement authority herein.
- To carry out the day-to-day operations of the TERO, to enforce the TERO Code and such other authority as is necessary to the efficient administration of the TERO Code.
- Maintains confidentially of all files.
- Develops and maintains a system for investigating employment discriminatory complaints for insuring compliance with local Indian Preference laws and with federal and state EEO regulations when applicable.

- Conducts periodic review of the progress made by employers in achieving predetermined hiring and/or training goals.
- Provides the public with information concerning TERO and answers to questions from public concerning operational procedures regarding Enforcement of Indian Preference, referral and recruitment, and investigation of employment discrimination complaints, employment training and contracting/sub-contracting opportunities.
- Prepares statistical analysis on referrals, placements, terminations, on a monthly basis.
- Maintain and insure proper use of all program equipment and property.
- Establish liaison with departments and agencies, attend meetings and represent TERO.
- Performs other job related duties as assigned and contributes to a team effort.

Physical Requirements

The employee must occasionally lift and/or move up to twenty (20) pounds. This position in this class typically requires: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking pushing, lifting, climbing and balancing. **May be subject to inclement weather and construction site working conditions.**

How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**