



Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

TRIBAL EMPLOYMENT RIGHTS ORDINANCE OFFICER

Position Description

Opens: July 22, 2021 Closes: July 29, 2021			
Department:	Education	Reports to (title):	Career Development Director
Job Code:	E-13	Job Location:	Bois Forte Tribal Government
Pay Range:	Negotiable	Supervises:	None
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	01/01/2016
		Revised Date:	01/03/2017

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Tribal Employment Rights Ordinance Officer accomplishes the mission of the Bois Forte Reservation Tribal Employment Rights Ordinance by planning, organizing, and supervising all assigned functions required to operate and maintain program activities and services of the Tribal Employment Rights Office. Implements and enforces the provisions of the ordinance, while ensuring that all Tribal departments, programs, sub-entities, and their contractors comply with all applicable Tribal, Federal and State employment laws, including the Tribal Employment Rights Ordinance and the Indian Preference Act. Administers Emergency Assistance Fund to help Band Member deal with emergencies.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Develops and implements the strategic plan for the Indian Preference Ordinance, including compliance, recruitment, negotiations, disputes, and investigations.
2. Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with strategic plan.
3. Reviews and makes recommendations on policies and procedures, rules and regulations, forms and documents and ensures compliance with applicable federal, state, county, local, and tribal laws.
4. Interprets the Bois Forte Indian Preference Code and procedures, and ensures adherence.
5. Counsels, advises and provides guidance to affected individuals regarding rights and responsibilities as designated in the Ordinance.
6. Develops and implements compliance measures for employers regarding Indian Preference requirements.

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7. Monitors the recruitment, hiring activities, and employment practices of affected employers.
8. Reviews, writes and proposes changes to TERO as necessary.
9. Establishes and maintains current applications of individuals for inclusion in a labor pool from which referrals are made.
10. Establishes and maintains current registration of all contractors and subcontractors and ensures that an acceptable compliance plan is in place for meeting their obligations.
11. Schedules and performs on-site monitoring of construction projects; attends contractor/construction meetings; and negotiates and determines the number and type of positions in core crews and referrals.
12. Reviews and assesses TERO fees proposing changes as necessary.
13. Negotiates and secures Indian preference in employment in agreements with on-reservation and near-reservation employers.
14. Submits written funding proposals to various agencies; develops program budget and operates within defined budget.
15. Networks with local agencies, programs and employers to develop training positions.
16. Schedules meetings with the TERO Commission to keep them apprised of related activities; completes and submits reports.
17. Administers and manages the Emergency Fund Budget.
18. Ensure all Emergency Fund applications meet the criteria established for Emergency Fund.
19. Update and recommend changes to the Emergency Fund Guidelines as needed.
20. Performs all duties as outlined in TERO and as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Three years of relevant experience with progressively increasing responsibilities |
| Education: | <ul style="list-style-type: none">• Associate's Degree in Business Administration or related field |
| License/Certification: | <ul style="list-style-type: none">• Must possess a valid state driver's license, and be insurable on the RTC automobile policy |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Considerable knowledge in employment rights, training and labor laws.• Experience and knowledge of construction trades and familiarity with reading and understanding specifications.• Knowledge of Indian Preference in all employment/contracting laws.• Ability to communication both verbally and in writing, with contractors, subcontractors, BIA, IHS, HUD and other Federal contracting offices and agencies.• Ability to work with diverse groups, individuals and employers.• Ability to interpret legal documents, such as ordinances, and apply to workplace.• Ability to receive directions as well as use and apply independent judgment.• Ability to read and understand contractual language, construction terminology and construction schedules.• Must have knowledge of rules, laws and regulations pertaining to TERO function.• Ability to develop and monitor program budgets.• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk. |

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- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

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WORK ENVIRONMENT

Work environment: Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Outdoor conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees and vendors.

Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection

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and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN’S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.