



TRIBAL EMPLOYMENT RIGHTS OFFICE

TERO DIRECTOR

INTRODUCTION: This position is responsible for administrative & fiscal administrative duties and ensuring equal employment opportunities for the Hopi Reservation in accordance with Hopi Tribal Ordinance 37. The incumbent performs duties of considerable difficulty and complexity requiring working knowledge in Indian Preference, employment labor laws, regulations & practices, and applicable tribal, state and federal policies & procedures.

DUTIES: (The following examples of duties are intended to be illustrative only and are not to be viewed as all inclusive or restrictive)

1. Provides direction in assuring equal employment opportunities in compliance with Ordinance 37 of the Hopi Tribe. Manages the administration of the Tribal Employment Rights Office in accordance with established office/Tribal goals/objectives. Maintains close communication and working relationship with the Tribal Chairman/CEO (supervisor) on all decisions affecting the established operational plans.
 - a.) Primary responsibilities include...
 - Develops and implements operational plans, goals & objectives, quality & regulatory standards, administrative policies & protocols, management systems & controls and supporting budgets (including cost estimates/projections, budget amendments/modifications), etc.;
 - Completes written and oral progress reports. Establish and maintain detailed and accurate records that reflect the effectiveness of the work performed. Collects data to evaluate critical elements of the human resources of the tribal government;
 - Plans, supervises, motivates and evaluates the performance of subordinate staff, monitors daily work activities to ensure that best work practices are followed, provides regular training to staff to ensure that the Office's customers receive fast, efficient, cost effective and courteous service, that the Office produces a positive pro-active employee relations program, and enhances employee knowledge and understanding of the business of the Hopi Tribal government;
 - Interprets and enforces all provisions of Tribal Ordinance 37, including the assessment of fees, penalties, and sections of non-compliance;
 - Monitoring and incorporating appropriate Local, State, Federal Laws and regulation into the implementation of the TERO program; and
 - Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
 - b.) Principal accountabilities include...
 - Cost effective development, establishment and maintenance of administrative services and management systems which enhances quality & production, and compliance with Tribal policies, procedures & practices, including provisions of effective controls;
 - Effective management of financial, business and administrative transactions, in full compliance with all applicable Federal, State and Tribal environmental and safety regulations, guidelines, and ordinances, to deliver superior customer service;
 - Acquisition and maintenance of competent & skilled staff, and training resources necessary to meet functional obligations;
 - Timely completion & submittal of employee performance plans & evaluation reports, employee training & development plans, position description questionnaires, position description amendments & modification; and
 - Accurate, complete and timely submission of required management and technical reports.
2. Ensures that the Chairman/CEO is kept fully informed of the conditions and progress of the Tribal Employment Rights Office activities and operations including all important factors influencing them; and provides professional advice and guidance on matters of significant importance.
3. Reviews complaints, claims and analyze potential unlawful employment practice and discrimination; plans and determine jurisdiction; and takes action if needed or refer client to appropriate agency; refers discrimination charges to Equal Employment Opportunity Commission (EEOC) if charges are not settled with TERO.

4. Determines and/or issues cease and desist orders, impose fines, and post notices, or take such other actions as are necessary for the fair and vigorous implementation of Ordinance 37.
5. Serves as direct line supervisor to the office staff and obtains maximum utilization of their services by clearly defining their responsibilities & duties, establishing performance plans, conducting periodic & timely performance reviews & evaluations, providing appropriate mentoring/coaching & training, and taking appropriate follow-up actions as necessary; provides guidance on matters of policy, budget and legal responsibility; reviews & approves internal administrative agreements and commitments in accordance with established policies.
6. Maintains positive and effective relationships with external organizations both public & private, and works to ensure that the goals & objectives of the Tribal Employment Rights Office are enhanced and advanced in accordance with the established plans and general policies of the Tribe.
7. Attend or arrange for the representation of the TERO at pre-bid, bid openings and pre-construction meeting. The purpose of attendance is to advise prospective/selected Contractor's of Ordinance 37 and procedures to be adhered to when working on the Hopi Reservation.
8. Performs other related duties as assigned by the supervisor in order to meet Tribal goals and objectives.

COMPLEXITY: The work of the incumbent involves varied duties requiring the skillful use of many different and sometimes-unrelated processes and methods applied to a broad range of activities and always involving substantial depth of analysis. Assignments are characterized by their breadth and required intensity of effort and often involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions regarding what needs to be done include largely undefined issues and elements, requiring extensive probing and analysis to determine the nature of and the scope of the problems and alternative recommended solutions.

SUPERVISION RECEIVED: The incumbent is responsible and accountable to Hopi Tribal Council for the development and operation of the Tribal Employment Rights Office. The incumbent works under the general day-to-day oversight and supervision of the Chairman/CEO who sets the overall objectives and determines and assigns available resources. The incumbent, in consultation with the supervisor, develops policies, projects, priorities, deadlines and work standards to guide the pursuit of the Tribe's objectives. The incumbent is responsible for planning and carrying out the assignments independently, resolving conflicts, which may arise. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility and effectiveness in achieving expected results.

PERSONAL CONTACTS: The incumbent maintains frequent contact with the office administration staff, supervisor, Tribal Department Managers & other office/program Directors, front line supervisors, tribal employees, Hopi Tribal Council, tribal & village officials/staff, other public/private organizations/personnel and the general public. The purpose of these contacts is to exchange factual information related to planning, coordination & project management/assessment and building mutually beneficial professional relationships.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work of the incumbent is mostly sedentary consisting primarily of office work. The incumbent is considered a member of the Tribe's professional staff and as such is required to work evenings and weekends when necessary to accomplish the work. Extensive travel by automobile on and off the Hopi reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Bachelor's Degree in Business or Public Administration or closely relate field;

AND

B. Experience: Four (4) years of professional management experience directly related to human resources management which includes labor relations, enforcement, compliance and dispute resolutions, preferably in a tribal government environment;

OR

- C. Any equivalent combination of Education, Training or Experience, which demonstrates the ability to perform the duties of the position.
2. Required Knowledge, Skills, and Abilities:
- A. Knowledge: Knowledge of the principles and practices of program management and administration in a Local government setting
 - Knowledge of employment Laws and regulations at the local, state and federal level
 - Good working knowledge of Title VII of the Civil Rights Act and other Laws relevant to employment discrimination
 - Good knowledge of construction trades and unions, referral systems and requirements
 - Working knowledge of Employee Complaint & Dispute Resolution methods & processes
 - Good knowledge of Federal/State grant/contract management procedures and processes
 - Working knowledge of the Hopi Tribal organization and functions, i.e., legislative & administrative procedures
 - Excellent knowledge of business management principles, practices and techniques including financial, human resources & project administration, etc
 - B. Skills : Excellent writing & verbal skills to communicate policy, strategy, management principles, etc
 - Excellent management & administrative skills including organizational development & assessment, project planning & administration, supervision, etc
 - Excellent customer service and public relations skills
 - Skill in writing employment agreements/contracts
 - Skill in providing employee relations counseling
 - Skill in arbitration and non-binding mediation techniques
 - Skill in proposal writing
 - Good motivational and supervisory skills
 - Skill in technical writing
 - C. Abilities : Ability to apply and enforce employment Laws and interpret Laws to general public
 - Ability to prepare both technical and not-technical reports for agency and public information
 - Ability to negotiate and foster working relationships among employers and employees
 - Ability to analyze potential problem areas and discriminatory barriers to employment; plans and determines action needed
 - Ability to analyze and appraise facts and apply legal principles and precedents; ability to preside over hearing proceedings
 - Ability to analyze organization goals and procedures, and recommend solutions to identified problems
 - Ability to work under stress and adhere to strict timelines
 - Ability to establish and maintain effective working relationship with others

Ability to interpret the purpose/intent of objectives, rules and regulations, etc

Ability to play a liaison and expeditor role in relationship with various governmental agencies, private businesses, industry and development representatives

Ability to plan, organize and accomplish work in accordance with established objectives, priorities and timelines

Ability to review and assess capabilities and performance of subordinate staff and take corrective action

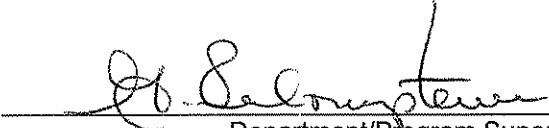
Ability to establish and maintain effective, positive & professional working relationships with staff and others


NECESSARY SPECIAL REQUIREMENTS:

1. Must possess or obtain a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must undergo a complete background investigation & fingerprinting in accordance with Hopi Tribal policy.

PREFERRED QUALIFICATIONS:

1. Understand the Hopi Tribal Governmental Management structure & protocol systems.
2. Understand & speak the Hopi language.

REVIEWED BY:  6-20-2005
Department/Program Supervisor Date

APPROVED BY:  6-22-05
Personnel Director Date