



## JOB DESCRIPTION

**Job Title:** TERO Manager  
**Dept./Division:** Human Resources  
**Unit:** Tribal Employment Rights Office (TERO)  
**Job Family/Class:** Management Series  
**Supervised By:** Human Resources Director  
**Employee Type:** Salary  
**Pay Grade:** J

### NATURE OF WORK:

The incumbent is responsible for managing the activities of the Tribal Employment Rights Office and the enforcement of the Pascua Yaqui Tribe Tribal Employment Rights Ordinance. The TERO Manager is responsible for the unit budget and reporting data to funding agencies. Duties include: serving as a liaison, ensuring quality and that rules, regulations, laws and policies are complied with supervising staff, focusing on customer service and monitoring and reviewing employment records of outside vendors operating on Tribal lands.

### ESSENTIAL FUNCTIONS:

- Supervises staff to include: prioritizing and assigning work, conducting performance evaluations, ensuring staff are trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.
- Reviews outside employers and agency contractual documents to ensure compliance with the Pascua Yaqui Tribal Employment Rights Ordinance, this includes but is not limited to the following: reviewing labor force request to ensure no employment barriers, monitoring contractor employment activities and practices, advises on proper employment practices including issuance of fees, sanctions and other financial matters.
- Serves as a liaison with other public agencies, municipalities, citizens and external organizations.
- Regulates vendors to ensure that all vendors soliciting on reservation have proper documentation for doing business.
- Works with contractors to ensure that primary and sub-contractors obtain business licenses and submit an Indian Subcontractor Utilization Plan to maximize employment for TERO clients.
- Responds to and resolves sensitive questions or concerns from the public, the community and staff.
- Responsible for collaborating with WIA, TANF and other internal divisions to maximize training and employment opportunities for TERO clients.
- Develops and maintains policies and procedures relevant to program content and implementation, this includes reviewing forms and documents for compliance with internal policies and federal regulations.
- Develops and implements program objectives approved by Department Director/Tribal Council.
- Prepares documents, evidence and other pertinent materials needed to address or resolve employment disputes and/or complaints.

- Investigates discrimination complaints and non-compliance issues that are in violation of Pascua Yaqui Tribe Tribal Employment Rights Ordinances and assists in conducting the hearing for violations or complaints utilizing the established guidelines issued by Tribal Council.
- Ensures client and contractor databases are up-to-date and meets the needs of the program.
- Administers and monitors the departmental budget including allocating resources and approving expenditures.
- Researches, develops, and prepares a variety of reports, correspondence and documentation; analyzes statistics and data.
- Performs grant-writing responsibilities for operating budgets and additional resources for program initiatives.
- Develops and implements long and short-range goals and objectives, establishes policies and procedures for effective, efficient and economical operations.
- Performs other duties of a similar nature or level as requested by supervisor or director.

### **ESSENTIAL KNOWLEDGE AND SKILLS:**

#### **Knowledge of:**

- Management and leadership principles;
- Public relations and marketing principles;
- Budget administration and management principles;
- Program management and strategic planning principles;
- Comprehends technical work of construction labor/trades workers;
- Negotiation and mediation techniques;
- Tribal, Federal, State, and Local government employment laws;
- Grant and/or contract administration principles;
- Applicable federal, state, and local laws, codes, ordinances, rules and regulations;
- Pascua Yaqui Tribe Tribal Employment Rights Ordinances and EEOC regulations;
- Employment and disciplinary practices and procedures;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

#### **Skills in & Ability to:**

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Analyzing and developing policies and procedures;
- Ensuring compliance with applicable federal, state, and local laws, rules, and regulations;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Preparing and delivering public presentations and maintaining effective communications with program participants on TERO projects and community job resources;
- Mediating and resolving conflicts/problems and handle conflict and high stress situation;
- Managing multiple projects and programs simultaneously;
- Counseling and reconciling differences in employee/employer relationships;
- Project planning, organization and follow-through;
- Labor and trades assessment, hiring, and negotiations;
- Records management (i.e. client data, contractor/vendor data) and confidentiality of information;
- Handle multiple tasks and meet deadlines;

- Render logical, clear, and effective written reports and oral presentations;
- Make independent and sound judgments;
- Attend meetings and travel to various locations (local, state and out of state) when requested;
- Operating a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

**TRAINING AND EXPERIENCE:**

Bachelor's Degree in Business, Public Administration, Human Resources or related field, five (5) years of experience in Recruitment, Job Training, Employment Compliance Monitoring, two (2) years experience in the Construction industry and or related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**AND**

- Experience in utilizing Word, Excel, PowerPoint and Database Software Systems is required;
- Bilingual in English/Spanish preferred;
- Job development experience with building trades is preferred;
- Grant writing experience is preferred.

**LICENSING REQUIREMENTS:**

- Must possess and maintain a valid Arizona Driver's license.

**BACKGROUND CHECK:**

- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

*Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).*

**TRIBAL VEHICLE USE POLICY NOTICE:**

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing and balancing; **may be subjected to inclement weather and construction site working conditions.**

**Light Work:** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.

**This position will require the incumbent to work non-traditional hours, nights and weekends.**

*This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.*

Review and Approved by:

\_\_\_\_\_  
Department Head and/or Designee

\_\_\_\_\_  
Date

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H.R. Manager/Classification & Compensation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date