

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Coordinator I (TERO)

EXEMPT: No

JOB CODE: 4-TS T5

TARGET SALARY: \$16.26 to \$18.07/DOQ SHIFT: M-F 8-5

PROGRAM: TERO

LOCATION: 880 6th Avenue

REPORTS TO: TERO Specialist

SUMMARY: Provide overall compliance record keeping, for the implementation of the Makah TERO and other systems of EEOC and other grants/contracts as it relates to Indian Preference and contracting, employment/training opportunities on or near the Makah Indian Reservation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Serves as liaison between employers and dispatched Indian Preference workers and agencies in all facets of contracting and applying Indian Preference monitoring and enforcement.

Provides overall TERO compliance coordination of dispatches, hiring records, certified payrolls, notification to employers of problems and monitoring or enforcement. Maintains employer and Indian owned business record systems and certifications. Maintains records for local bids and delivery of bid packages in Indian owned businesses.

Develops and maintains employer/contract compliance systems, including contracts, certified payrolls, monitoring, discrimination complaints, enforcement documents.

Maintains current prevailing wage scales for each project by position classification.

Facilitates a variety of employer, public, and community awareness of FLSA, EEOC, safety, and TERO compliance information and complaint systems.

Researches and maintains files of job classifications, employment and training resources, pay scale, prevailing wages and benefits, by using the Internet, federal and state agencies, employers and the tribal organization.

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Page 1 of 5

Team works to coordinate the necessary trainee/worker paperwork and processing of fees, license, registration, tuition, supplies, travel, lodging and close out of trainee travel and file documentation.

Contacts, coordinates, and documents TERO dispatch referrals, hires, and layoffs for each project. Team works on-site monitoring functions at job sites.

Collects employment, training and monitoring enforcement data, prepares and submits program reports.

Use/MS Office for correspondence, budgets, databases, dispatches, and recruitment and maintenance of program “cuff accounts”. Use the Internet to e-mail, research, and obtain human resources & labor law information and correspondence.

Identifies, set up and facilitates individual and group training arrangements including apprenticeships, fish processors, etc. Attends workshops, meetings, and training as assigned.

Maintain inventories, orders supplies, and equipment including daily organization paper word processing.

Provides transportation for trainees to on/off reservation deport locations.

Participates and/or facilitates inter-departmental coordination of tribal employment/training program development.

Develop and maintain individual TERO files, documentation and compliance systems for dispatches, including but not limited to flaggers, tradesman, truck drivers, fish processors and fish taggers.

Participates in fact finding investigations of discrimination complaints including paperwork documentation, interviewing, and preparing summary reports of documentation.

Prepares, manages one or more programs, projects, and fund resources for TERO programs. Develops and maintains inter TERO and agency/tribal communications for scheduling, meetings, access to services and documents.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED).

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Minimum of two years office or clerical experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as fees, certified payrolls, verifications comparing payrolls wage stubs, w-2, etc. Ability to review business and payroll document and determine compliance with wages, fringe benefits, travel and overtime pay.

REASONING ABILITY

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. Must be required to drive a Tribal GSA or other vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES

Knowledge of correct English usage, grammar, spelling, punctuation, and business letter and report writing.

Ability to communicate and work effectively with the general public, state and federal agencies.

Knowledge of Tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities of the office and Tribal organization.

Must have a working competence in computer applications to be able to use Microsoft Office, especially word processing, spreadsheets, Internet, e-mail, and other related programs.

Ability to establish and maintain effective working relationships with staff, general public, state, and federal agencies.

Ability to maintain confidential of records and information pertinent to the nature of work.

Ability to travel to assigned meetings, training, and workshops.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

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**Makah Tribal Council
Human Resources
P.O. Box 115, Bldg. 71
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: hr@makah.com**

**OPEN: April 18, 2024
CLOSE: May 6, 2024**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.

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Page 5 of 5