



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502
Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

Position Title: Business Compliance Officer	Job Announcement: HR2017:110
Department: Tribal Employment Rights Office (TERO)	Advertising: Publicly
Immediate Supervisor: TERO Director	Division: Regulatory Affairs
Employment Status: Exempt	Department Director: TERO Director
Mandatory Reporter: No	Position Type: Regular Full-Time
Opening Date: Wednesday, September 27, 2017	Background Check Required: Yes (data-sensitive)
	Closing Date: Wednesday, October 11, 2017 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.

Overall Objectives of Position

The Business Compliance Officer is expected to assist the TERO Director with certifying businesses for Indian Preference and monitoring procurement compliance of Indian Preference in accordance with Title 33 (Tribal Employment Rights) of the Tribal Code. The Business Compliance Officer is expected to perform all other assigned tasks to assist with investigations of Employment-related complaints and to provide coverage for other TERO programs. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Business Compliance Officer is expected to perform all duties and responsibilities necessary to meet the goal and objectives of applicable programs.

The Business Compliance Officer is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Business Compliance Officer

- Assists with the initial certification, annual recertification, and registration of businesses for Indian Preference.
- Collects, documents, reviews, and maintains all verification required to support the certification of businesses for Indian Preference to provide recommendations to the TERO Director.
- Assists with drafting letters, summary dispositions, reports, certification documents, etc. to document eligibility or non-eligibility determinations related to the certification or non-certification of businesses for Indian Preference.
- Assists the TERO Director with developing and maintaining the bidder responsibility databases and all other appropriate lists, including the maintenance, update, and distribution of the Certified Business List.
- Assists with the development of audit scope and objectives, as well as participates in conducting internal and TERO audit reviews for the assessment of adherence to Indian Preference, laws, regulations, policies, procedures, and management goals and objectives.
- Assists with the completion of audits, analysis, findings, and recommendations concerning the activities reviewed.
- Enforces TERO laws as it applies to covered businesses and Tribal entities through the tracking and monitoring of covered contractors to assure compliance with TERO and other tribal and federal laws.
- As assigned, coordinates with procurement offices and contractors for compliance with TERO laws, including, but not limited to, presentations and training.
- Assists with the negotiation of TERO compliance plans.
- Receives requests with the TERO Director and interviews covered businesses, as assigned, to determine exhaustion of administrative remedies with all covered entities
- Participates with the TERO Director in jurisdictional determination reviews on TERO-certified business complaints and in potential investigations of procurement-related allegation of violations of Indian Preference.
- Conducts and investigates applicable complaints related issues related to Indian Preference, and assists the TERO Director with possible mediation on formal complaints filed with the TERO Office.
- Assists with the research of existing and new federal, state, and local regulations on labor, Indian Preference in contracting, equal opportunity, and affirmative action.
- Provides recommendations to the TERO Director and implements agreed upon remedies for continued operation.
- Assists in the accurate and timely completion of monthly, quarterly, and annual compliance, Indian Preference, and certified business and bid reports.
- Provides assistance to the TERO Director with special studies to analyze compliance and internal control issues, Indian Preference prevention, and allegations of inappropriate activities as assigned.
- Receives, documents, and tracks sworn TERO complaints of violations under TERO laws from covered employees, and transfers file to the TERO Director for case assignment.
- Maintains logs and centralized filing system to secure confidential files.
- Maintains a current, high-level knowledge of internal policies and procedures and any other applicable federal, tribal, state laws.
- Provides backup to assist the TERO Director in other TERO program areas.
- Performs other duties as assigned by the appropriate person.

Day-to-day Responsibilities

- Assists the TERO Director with carrying out all activities under the Title 33 and improving the services of TERO by ensuring confidentiality, privacy, accountability, and efficiency of the TERO Office.
- Assists the TERO Director with the certification of businesses for Indian Preference and resolving formal complaints related to Indian Preference.
- Formulates reports and summaries of all investigations.
- Advises the TERO Director of future standards for regulation and assists with the development of policies and standard operating procedures for investigations and job-related items.

Education/License/Certification and Experience Requirements

- Bachelor's Degree in Business Administration, Human Resources, Construction Management or related field.
- Two (2) years of employment experience working in a certification, procurement, auditing, compliance, or licensure-type setting required.
- Two (2) years of experience or knowledge of business licensure or procurement-related processes preferred.

Skills Required

- Must demonstrate effective public relations skills, and ability to present a professional image for TERO and the Poarch Band of Creek Indians.
- Strong verbal and written communication skills required. Strong presentation skills required. Must have working experience with Microsoft XP Operating System and Office Professional Applications, specifically Word, Excel, PowerPoint, Access and Outlook.
- Must have ability to navigate Internet and download and upload knowledge.
- Must have a working knowledge of computers. Experience in a Windows environment with software programs, such as Word and other similar software programs required. Must successfully complete and pass required pre-employment computer skills exam.
- Must have working knowledge of the procurement laws, labor laws, equal employment and affirmative action.
- Demonstrated proficiency in English, spelling, punctuation, and basic writing skills. Must successfully pass applicable knowledge, skills, and abilities exams.
- Ability to work independently and under pressure. This includes having the ability to analyze and remedy problems in a logical manner or have knowledge to refer individuals to outside sources for resolve.
- Skilled in the operation of standard office machinery including a calculator, copier, facsimile, and other similar equipment.
- Strong organizational skills required with demonstrated ability to establish workload priorities, handles multi-tasks, and balance diverse projects.
- Ability to work in a cross-cultural environment
- Must possess a high level of maturity and the ability to maintain confidentiality.

Additional Requirements

- Ability to work odd and irregular hours, as needed.
- Must successfully pass the required criminal and character background check.
- Must successfully pass the computer skills and proficiency and correspondence competency testing.
- Must possess a valid state driver's license and insurable driving record according to Tribal insurance guidelines.
- Ability to travel and participate in training as recommended to meet the goals and objectives of applicable programs.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**