



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## VACANCY ANNOUNCEMENT

**JOB TITLE:** Commissioner (Seat E)

Tribal Employment Rights Ordinance (TERO)

**OPEN:** January 16, 2020

**EXEMPT:** No

**SALARY:** \$75 per meeting

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Council Appointed

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Policy

**DEPARTMENT:** TERO

**SUPERVISOR:** Chairman

**VACANCIES:** 1

**JOB SUMMARY:** Commissioners of the TERO commission serve providing oversight and recommendations based on the TERO Ordinance, Title 25.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

### **Powers of the Tribal Employment Rights Commission:** (From the TERO Ordinance)

1. Hire and fire commission employees and to set salaries pursuant to a salary schedule and budget approved by LIBC
2. Establish rules and regulations governing all activities of the Commission.
3. Expend funds appropriated by LIBC for the Lummi TERO office and to seek funding from Federal, State, or other sources to supplement Council appropriations, subject to LIBC approval.
4. Establish numerical hiring goals and timetables specifying the maximum number of Indians an employer must hire by craft or skill level.
5. Require employers to establish or participate in job training programs, as the Commission deems necessary to increase the pool of Indians eligible for employment on the reservation.
6. Assist and monitor the establishment and implementation of the tribal hiring hall and require employers to use it.
7. Prohibit employers from using the job qualifications criteria or personnel requirements that may bar Indians from employment unless such criteria are required by business necessity.
8. Commission regulations may adopt EEOC guidelines or may adopt additional requirements to eliminate employment barriers unique to Indians and the reservation.
9. Recommend that the LIBC enter into agreements with unions to insure union compliance with this ordinance.
10. Require employer to give preference to tribal and other Indian owned business in the award contracts and subcontracts.
11. Establish and administer counseling programs to assist Indians in obtaining and retaining employment.
12. Hold hearings and to subpoena witnesses and documents in accordance with this ordinance.
13. Require employers to submit reports and take all action deemed necessary by the Commission for implementation of this ordinance.
14. Recommend that the LIBC enter into cooperative agreements with the Federal and State agencies to eliminate discrimination against Indians both on and off the reservation.

15. Take such other actions as necessary to achieve the purposes and objectives of the Lummi TERO Office established in the ordinance.

**QUALIFICATIONS:**

- Any citizen of the Lummi Nation, whose name appears on the official tribal membership roll and is a registered voter in Lummi Tribal Elections, and lives within the boundaries of the Lummi Reservation, shall be a general member of the TERO Commission. Members must abide by the purposes of the Commission as stated in Article I hereof and by the By Laws, Articles, and membership rules either existing or as may be adopted by the Commissioners.
- May only serve as a Commissioner on one additional Commission. A total of two commissioner seats may be held on commissions.
- Shall not hold office on the Lummi Indian Business Council (LIBC)
- Shall not be the Executive Director of any LIBC Division.
- Shall not be an employee of any Division of which the Commission oversees.
- Must be in good standing with the LIBC in all areas financially and legally.
- Shall not be a convicted felon.
- Felony waivers may be granted by the LIBC upon the recommendation of the Commission.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of the commission purpose at the Lummi Nation
- Ability to maintain strict confidentiality at all times.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.

**All Commissioners shall be seated after LIBC appointment by resolution, at the first following Commission meeting and shall be participating Commissioners thereafter.**

**TO APPLY:**

For more information contact the HR front desk (360) 312-2023. Submit letter of interest, resume and proof of enrollment to the LIBC Human Resources office no later than 4:30 p. m. on the closing date listed above. This can be dropped off at Human Resources, 2665 Kwina Road, Bellingham, WA 98226, Faxed to: 360-380-6991 or scanned and e-mailed to [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov)