



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 12/01/25
CLOSE: 12/15/25
OR UNTIL FILLED

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: TERO COMPLIANCE OFFICER

RESPONSIBLE TO: TERO Director

SALARY: Step Range: 30-40; Annual/Full Benefits
Salary Range: \$68,868 - \$92,553
Hourly Range: \$33.11 - \$44.50

CLASSIFICATION: Management, Regular, Full-Time

LOCATION: Klamath Tribal Administration
Chiloquin, OR 97624

BACKGROUND: P.L 101-630

POSITION OBJECTIVES

The TERO Compliance Officer performs a variety of professional and managerial duties to support the goals and requirements of the Tribal Employment Rights Office (TERO). This position enforces on "reservation" Tribal and Indian preference provisions outlined in the Klamath Tribes Tribal Employment Rights Ordinance and on qualifying Oregon Department of Transportation (ODOT) construction projects covered under the Memorandum of Understanding with ODOT. Ensures contractors and subcontractors attain utilization commitments agreed upon within compliance plans; Assists with TERO participant worker assignments to construction projects; Conducting onsite compliance monitoring for all construction activities under TERO jurisdiction to verify adherence to TERO agreements. Issuing and processing notices of non-compliance when violations occur and working with contractors to achieve timely and appropriate resolutions

MAJOR DUTIES AND RESPONSIBILITIES

1. Coordinate trainings, certifications, work experience, on-the-job training, internship and apprenticeship opportunities provided by TERO; including, but not limited to: Union level apprenticeships and Internal and external internship opportunities.
2. Coordinate the procurement of training resources, assignment of training project tasks, and the delivery of training. Updates and maintains related training contacts and relationships.
3. Collaborate with internal departments to further the resources and opportunities provided by the TERO program.
4. Develop and maintain relationships with internal/outside employment resources including, but not limited to, private contractors, local and State government programs, Tribal government and businesses.
5. Conduct training needs assessment and surveys to identify skills or knowledge gaps that need to be addressed.
6. Gather feedback from trainers and trainees after each educational session; provides evaluation data to appropriate staff.
7. Follow up after interview and placement to determine need for additional guidance and assistance.
8. Monitor Indian Preference in employment and contracting activities and assists with the implementation of the Tribal Employment Rights Program.
9. Responsible for on-site inspections of contractors to ensure TERO compliance and to monitor workforces.
10. Review compliance plans, negotiate worker assignments with contractors, and submit criteria and specification of job requirements.
11. Collect data and maintain records and files. Create and maintain required tracking and reports on a weekly, monthly, quarterly, and annual basis. Produce written narrative reports and case files that update the work development status of clients producing comparative analysis and special reports as requested.
12. Educate employers, contractors, agencies and unions operating on or near the reservation and assists them with implementation of Tribal and Indian preference in employment and contracting.

13. Assist TERO staff in the recruitment of qualified, reliable, Tribal Members and other Indians into the TERO Skills Bank for referral to meet contractor and subcontractor workforce requests.
14. Work directly with the TERO Director to maintain a positive relationship with the state and federal agencies and others as required.
15. Attend all pre-bid and pre-construction meetings.
16. Ensure Indian Owned Business (IOBs) are utilized for Tribal contracts and procurements consistent with the TERO Ordinance and provisions contained in the Klamath Tribes Procurement Policy.
17. Process and investigate TERO complaints related to construction contracting. Issue citations and take appropriate actions as per procedures in TERO Ordinance.
18. Required to support TERO programmatic administration functions as needed.
19. Maintain confidentiality of all information (written and verbal).
20. May be called upon to serve as a Disaster Reservist during Emergencies, or when the Tribal Emergency Operations Center is opened.
21. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The TERO Compliance Officer is directly supervised by the TERO Director. The supervisor outlines the overall Tribal and project objectives and priorities, timelines and financial resources available. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgment according to training, experience and instructions. Work is reviewed for compliance with policy, procedures and goal attainment.

This position is expected to work independently, using professional knowledge and judgment in ensuring that duties and responsibilities are carried out in a timely manner and that policy and

procedures are followed. The TERO Compliance Officer must exercise good judgment in working with the public, agencies, and other entities.

KNOWLEDGE, SKILLS, ABILITIES

- Must have knowledge of TERO Indian Preference requirements, Tribal law and labor laws.
- Must have general knowledge of construction trades and project terminology and possess the ability to communicate with contractor personnel.
- Must have knowledge of established worker skill requirements of the various construction trades, construction site safety, highway traffic control (flagging) requirements.
- Must possess knowledge of or the willingness to learn apprenticeship and training laws and/or programs.
- Must have the ability to assess client Skills Bank Applications for experienced and capable personnel for assignment to projects.
- Must have good communication (verbal and written), negotiating and/or mediation skills.
- Must be capable of providing candidates with information about the construction trades and project environments.
- Must have excellent interpersonal skills and the ability to work well with others.
- Must be capable of promoting and fostering understanding and cooperation between TERO, reservation employers, contractors, subcontractors and TERO employment clients.
- Must be willing to make frequent onsite monitoring trips to numerous construction sites within TERO jurisdiction.
- Must be familiar with Tribal lands, local and regional geography, topography, roads, and highways.
- Must be able to work independently with minimal supervision which requires sound judgment.
- Must be able to deal effectively with upset, frustrated and irate contractors and clients.
- Must be able to work evenings, weekends and/or holidays as needed.
- Ability to compose routine business correspondence and program reports required.
- Knowledge of and sensitivity to Native American culture required.
- Continually requires the ability to express or receive detailed information or important instructions through oral communication.
- Continually requires working with fingers rather than the whole hand or arm. Requires repetitive movement of wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks.
- Requires standing and/or sitting for sustained periods of time, raising objects from a lower to a higher position and/or moving objects horizontally.
- Occasionally requires lifting of up to 40 pounds.
- Frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is often subject to

outside environmental conditions which requires walking in variance of terrain and weather.

- Local travel is frequently required. Travel outside of the state is infrequently required.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to have three (3) years year of experience in the construction or building trades, construction or project management, or a closely related field.; **OR** equivalent combination of education, training and experience.
- **REQUIRED** to have one (1) year of demonstrated experience in customer service field.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit and clear a background and character investigation, including High Security gaming license issued by the Klamath Tribes Gaming Commission. Following hire must immediately report any citation, arrest, conviction for a misdemeanor or felony crime.
- Due to the nature of the interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive, certain health vaccinations.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- TERO experience is preferred.
- Experience working with Native American populations, is strongly preferred.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job 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 job 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 PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

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 a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference". Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)