



**San Pasqual Band of Mission Indians
Job Vacancy**

Position Title: Tribal Employment Rights Officer	Posting Date: September 5, 2025
Position Reports to: TERO Commission	Employment Category: Part-Time / Exempt
Department: TERO	Pay Range: \$60,320- \$72,800

Position Summary

The Tribal Employment Rights Officer (TERO Officer) is responsible for the enforcement of the Tribal Employment Rights Ordinance. This position works closely with contractors and sub-contractors on all Construction projects within the boundaries of the San Pasqual Reservation to meet the mandates of TERO. The TERO Officer performs a variety of professional and managerial work for the TERO Commission. Within the jurisdiction of the TERO Ordinance, enforces Tribal and Native preference compliance on the San Pasqual Tribes Reservation and near the reservation on tribal land.

Principal Duties and Responsibilities

- 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.
- Ensures that contractors and subcontractors attain utilization commitments agreed upon within compliance plans.
- Review compliance plans, negotiate worker assignments with contractors, and submit criteria and specification of job requirements.
- Assists with worker assignments to construction projects.
- Conducts onsite compliance monitoring of construction sites within TERO jurisdiction to enforce TERO agreements.
- Processes notices of non-compliance to contractors and seeks resolutions.
- Partners with Human Resources on recruitment of qualified, reliable, San Pasqual Tribal Members, Descendants, Community Members, and other Indians into the TERO Skills Bank for referral to meet contractor and subcontractor workforce requests.
- Attend all pre-bid and pre-construction meetings.
- Ensure Native Owned Businesses are utilized for Tribal contracts and procurements consistent with the TERO Ordinance.
- Process and investigate TERO complaints related to construction contracting. Issue citations and take appropriate actions as per procedures in TERO Ordinance.
- Administer TERO programmatic administration functions as needed.
- Coordinate trainings, certifications, work experience, on-the-job training, internship, and apprenticeship opportunities provided by TERO.
- 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.

- Conduct training needs assessment and surveys to identify skills or knowledge gaps that need to be addressed.
- Makes recommendations to TERO Commission as to new program developments and outreach opportunities.
- Collect data and maintain records and files. Create and maintain required tracking and reports on a weekly, monthly, quarterly, and annual basis.
- Researches grant opportunities and applies for grant funding.
- Other duties as assigned.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.

Qualifications & Skills

REQUIRED EDUCATION / CERTIFICATIONS:

- Bachelor's degree in Business Administration or similar discipline or equivalent combination of education and experience.
- Valid California Driver's License and be insurable under the Tribe's Vehicle underwriter.

EXPERIENCE / QUALIFICATIONS / SKILLS

- Must have proficient knowledge of TERO Indian Preference requirements.
- TERO Officer experience preferred.
- Minimum 2 years' experience and knowledge in the construction or related field, working with construction and union trades required.
- Minimum 1 year of demonstrated experience in customer service field required.
- Must have general knowledge of construction trades and project terminology and possess the ability to communicate effectively with contractor personnel.
- Must have knowledge of established worker skill requirements of the various construction trades, construction site safety, highway traffic control (flagging) requirements.
- Ability to analyze problems and facilitate conflict resolution to accomplish program and tribal goals.
- Ability to understand financial reports.
- Must possess knowledge of or the willingness to learn apprenticeship and training laws and/or programs.
- Experience with conflict resolution, data entry, report writing, public speaking, and process training
- 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, contractors, subcontractors, and TERO employment clients.
- 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.

- Computer experience in Microsoft Word, Power Point, and Excel programs.
- Occasionally requires lifting of up to 25 pounds.
- Position is subject to outside environmental conditions which requires walking in variance of terrain and weather.
- Ability to travel occasionally.
- Must be able to pass a criminal background check and drug test.

SUPERVISORY CONTROLS

The TERO Officer is directly supervised by the TERO Commission. The TERO Officer manages priorities, timelines, and financial resources of the program. This position plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgment according to training and experience. 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 Officer must demonstrate very good judgment in working with the public, agencies, and other entities.

Individuals interested in being considered for this position should email their resume to hr@sanpasqualtribe.org, apply online at <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=207410&clientkey=B8DA13884CDB5C1B3AA4580D7D4DD0B1&jpt=fe23e4658f74b1d00f8051bdd9ce7eb0> or submit their application in person or by mail to 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.