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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

**Title:** Tribal Employment Rights Ordinance (TERO) Director

**Reports To:** Tribal Chairman or Designee

**Supervises:** TERO Support Staff when applicable

**Location:** Happy Camp Administrative Office

**Assigned Work Location:** Happy Camp, CA

**Salary:** \$75,000 to \$90,000, depending on experience

**Summary:** The Tribal Employment Rights Ordinance (TERO) Director ensures that all Tribal departments, programs, sub-entities, and their contractors comply with all applicable Tribal, Federal, and State employment and contracting laws, and shall be responsible for implementation of the Equal Employment Opportunity Commission (EEOC) contract.

**Classification:** Full-time, Regular, Exempt

### **Application Deadline: May 9, 2025 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 7034 or ext. 2043, Fax: (855) 437-7888, or Email at [humanresources@karuk.us](mailto:humanresources@karuk.us)

## POSITION DESCRIPTION

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### Responsibilities:

1. Directs TERO staff in monitoring all employment, training, business, and other economic activities on or near the reservation to ensure optional participation of Indian and Native people.
2. Enforcement and compliance with the TERO Employment Rights Ordinance, the Karuk Tribe Workforce Protection Act, Native American Preference (NAP) Laws, specifically in the areas of ensuring employment, training, and compliance contracting.
3. Administers the policies, authorities, and duties prescribed to the position by Tribal Ordinances , the TERO Commission and Tribal Council; may partner with General Counsel to ensure compliance. Serves as Tribal liaison to employees, other employers, tribes, public service agencies, governmental agencies and the general public.
4. Administers and ensures fiscal oversight of TERO Department operations including budget, personnel, grant administration, etc.
5. Coordinates and administers TERO Commission meetings, and hearings, i.e. hearings, decisions, and reports.
6. Attends meetings of the Karuk Tribal Council and advises as necessary and appropriate regarding Tribal hiring practices and compliance with TERO/Indian Preference & provides monthly reports on the activities of the TERO Department.
7. Ensures enforcement of all applicable Tribal, Federal and other generally applicable laws regarding Native American Preference, etc.
7. Maintains documentation required to certify eligibility for employment under the provisions of the TERO and certifies TERO/Indian Preference eligibility for purposes of employment with the Karuk Tribe, its sub-entities and TERO-governed contractors; maintains a list of prequalified

TERO applicants, as well as TERO-related employment applications. Maintains “skills bank” of prequalified TERO applicants, as well as TERO-related employment applications.

8. Partners with Human Resources and Tribal Leadership to ensure NAP is practiced throughout the Tribe.
9. Oversees and ensures community-wide training and development; oversees Tribal Training programs; Collaborates with Tribal management and supervisors to support employee recruitment, retention, application, interview, background check and selection process consistent with the Tribes personnel policies, TERO, and all applicable employment laws.
10. Serves as Liaison with Equal Employment Opportunity Commission (EEOC), Office of Federal Contracting Compliance Program (OFCCP), all Tribal Enterprises, employers, etc. Oversees and manages EEOC Contract and Memos.
11. Develops and conducts training for outside entities as requested in the areas of NAP, TERO Compliance, etc.
12. Facilitates employment of TERO applicants as authorized by the Tribal Council and TERO Commission; by providing specialized clothing, footwear, gear, tools, or other resources as needed for job performance as funds allow.
13. Interfaces with grant agencies and Tribal Management to ensure programs and departments are managed in compliance with applicable tribal ordinances and regulations, policies and procedures governing Finance, Contracting, Administration, Records, Facilities, and Information Technology.
14. Assists or takes the lead in administering corrective action when fiscal, contracting, personnel, or other Tribal Management System administrative problems are identified.
15. Monitors the hiring of personnel by the Karuk Tribe, its sub-entities and TERO-governed contractors to ensure compliance with the Tribal Employment Rights Ordinance; prepares reports on degree of compliance for the TERO Commission.
16. Administers tribal business licenses to businesses on Tribal lands in accordance with the Karuk Tribe Business License Ordinance.
17. Reviews, signs, and collects data on all Karuk Tribe, and its entities, contracts. Shall ensure proper collection of the approved TERO fee is tracked and maintained. Shall review TERO budget annually and ensure approval by the Tribal Council.
18. Interacts with Caltrans Tribal Liaisons and other relevant agencies to represent TERO in all appropriate and assigned projects that are located on or abutting tribal lands.
20. Reviews TERO-certified applicants and employees in filing complaints (including terminations) under the provisions of the TERO; serves as the impartial agent responsible for investigating, researching, documenting and reporting any information required by the TERO Commission or Workforce Protection Act within established timeframes
19. Be available for local and out of the area travel as required for job related training. Attends all required meetings and functions.
20. Be polite and maintain a priority system in accepting other position related job duties as assigned.

#### **Qualifications:**

1. Has the ability to work effectively with Native American people in culturally diverse environments.

2. Has the ability to manage time well and work under stressful conditions with an even temperament.
3. Has the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Has the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess high school diploma or equivalent and verifiable training in administrative approaches and legal procedures required for successful implementation of the Tribal Employment Rights Ordinance and Indian Preference Act (ex: certificates of completion specifying what courses, seminars, and workshops have been completed). BA/BS preferred in tribal and/or native governance, business, or a related field. Equivalencies considered on a year by year basis.
2. Must have a minimum of three years' administrative experience, including responsibility for recruitment and selection of employees in compliance with the Tribal Employment Rights Ordinance and Indian Preference Act.
3. Must have demonstrated knowledge of tribal law and ordinances, federal employment law, fair employment practices, and Indian Preference laws.
4. Must have knowledge of Karuk Tribal history, traditions, culture and values.
5. Must have working knowledge of Federal and State contract and grant writing, administration and management activities as they pertain to TERO, Indian Preference, and EEOC issues.
6. Must have demonstrated ability to communicate effectively with governing boards, management team members and other professional colleagues regarding employment practices.
7. Must have demonstrated ability to communicate and work effectively in a helping role with Tribal and other community members; ability to motivate and empower others, to make positive impacts on attitudes and self-esteem, and to maintain effective working relationships with culturally diverse groups in a wide range of professional interactions.
8. Must have demonstrated ability to define problems, collect data, establish facts and draw conclusions; ability to analyze and interpret an extensive variety of information, communicate findings and recommend problem-solving strategies to governing boards, managers, directors and supervisors.
9. Must have demonstrated abilities to initiate and follow through on complex administrative tasks, manage time well, meet deadlines and respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.
10. Must have demonstrated ability to work well in culturally diverse environments; demonstrated cultural competence and commitment to serving Tribal communities; public relations experience desirable.
11. Must have strong oral and written communication skills; demonstrated ability to use computer data and work processing programs as professional tools.
12. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
13. Must adhere to all tribal policies.

14. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Committee Approved:** April 24, 2025

**Employee's Signature:** \_\_\_\_\_