



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Asst. Tribal Historic Preservation Officer</u>	OPENING DATE:	<u>January 10, 2018</u>
CLASSIFICATION:	<u>Full-time</u>	FILING DEADLINE:	<u>February 2, 2018</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Cultural Resources</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Dir. Cultural Resources</u>

SUMMARY:

The Assistant Tribal Historic Preservation Officer works to protect the Tribe's cultural and archeological resources from potential and actual impacts to their integrity, on and off the Reservation and Tribal lands. Duties will include preparing letters and requests, reviewing environmental and archaeological reports, meeting with lead agencies, filing project materials and documents, and assisting with various THPO office responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review and analyze environmental documents, cultural resource reports, archeological data, and other documents pertaining to Tribal cultural resources protection.
- Oversight and involvement in daily contact with federal, state and local governments and agencies in regard to projects within the Tribal Ancestral Territory and on Reservation Lands.
- Draft comments for review and create official documents on behalf of the Tribe concerning development projects, land use projects, improvement projects, and any other projects as designated by the Director of Cultural Resource.
- Maintain databases for the Reservation and Tribal lands Historic Properties inventory.
- Conduct surveys and research necessary to keeping the inventory current.
- Review all documents pertaining to the development of Tribal Lands.
- Utilization of knowledge and experience working with Cultural Resource Protection laws, in particularly: Section 106 (National Historical Preservation Act), California AB (Assembly Bill) 52, California SB (Senate Bill) 18, and California Environment Quality Act (CEQA), National Environmental Quality Act (NEPA).

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's Degree in the field of History, Anthropology, Archaeology, Social Sciences, or similar required.
- Minimum 2 years work experience in Cultural Resource Management or related field required.
- Must have ability to read maps, including experience with 3.5 minute topographic maps and Google Earth.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseño Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

- Must have knowledge and experience working with Section 106 (National Historical Preservation Act), California AB (Assembly Bill) 52, California SB (Senate Bill) 18, and California Environment Quality Act (CEQA), National Environmental Quality Act (NEPA).
- Must have understanding of Tribal history and culture to ensure that the impacts and influences on tribal cultural resources and sacred places be considered in all phases of planning, growth and development occurring on, in and around Tribal and ancestral lands in order to preserve and protect the tribal Pechaángayam value system for our future generations.
- Experience and familiarity with archaeological procedures and reporting required.
- Experience working with governmental agencies and/or municipalities.
- Microsoft Word, Microsoft Excel and Adobe Acrobat experience required.
- Must be able to travel across rough, uneven or rocky surface when conducting field inspections or performing survey work.
- Must possess a valid U.S. Driver's license with proof of insurance at time of hire and a Class C California Driver License within 90 days of employment.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** - Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** - Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** - For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** - Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV

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