



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

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Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez, Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Russell "Butch" Murphy
Michael A. Vasquez

JOB DESCRIPTION

POSITION: Assistant Tribal Historic Preservation Officer
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Cultural Resources
SUPERVISOR: Director Cultural Resources; THPO
RATE OF PAY: DOE

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robyn Delfino

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).
- Utilize your experience and understanding of Tribal history and culture to ensure that the impacts and influences on tribal sacred places and resources 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.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseno 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.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

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.
- 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 Pechaangayam 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.
- Excellent written communication required.
- Must be able to travel across rough, uneven or rocky surface when conducting field inspections or performing survey work.
- Must maintain confidentiality of sensitive and protected Tribal information.
- 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.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to negotiate and/or mediate skills.
- Ability to organize resources and establish priorities.
- Ability to understand and communicate complex issues.
- Ability to conduct oneself in a culturally sensitive manner.
- Must possess a professional and mature demeanor and work ethic.
- Ability to work cooperatively with other Tribal employees and outside entities.
- Ability to work independently on multifaceted projects.
- Ability to present facts clearly and accurately both orally and in writing.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is regularly required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee is required to travel across rough, uneven ground, steep terrain, rocky surfaces and construction sites. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds and occasionally stand on step ladders.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The employee is occasionally required to work in the field and on construction sites. This also includes being exposed to multiple forms of plants and environmental life. The noise level in the work environment is usually quiet while in the office and moderately noisy during events, and when outdoors.

<i>Employee's acknowledgement:</i> I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice.		
_____	_____	_____
Signature of Employee	Date	Print name of employee
_____	_____	_____
Signature of Employee's Manager	Date	Print name of employee's manager

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