



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Louise Burke
Catalina R. Chacon
Marc Luker
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Nichole Vasquez-Sutter

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Cultural Planning Specialist
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Cultural Resources
SUPERVISOR: Director, Cultural Resources
POSITION CATEGORY: B
RATE OF PAY: DOE

SUMMARY:

The Planning Specialist works to protect the Tribe's cultural and archaeological resources from potential and actual impacts to their integrity, on and off the reservation. Under the direction and supervision of the Cultural Committee, Director, and Tribal Council, the Planning Specialist is responsible for identifying, evaluating, and prioritizing cultural resource issues of concern to the Tribe. The Planning Specialist takes measures to protect the resources in accordance with the Tribe's policies, practices and customs by utilizing applicable laws and working with governmental agencies, environmental consultants, archaeologists, project applicants and legal counsel. The Planning Specialist provides electronic tracking of departmental projects using known cultural site knowledge, archaeological studies, and parcel data information provided by Federal, State, and Local Lead Agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare official comments on behalf of the Tribe concerning development projects, land use projects, improvement projects, and any other projects as designated by the Director and Tribal Council, that impact the Tribe's cultural resources.
- Review of site plans, technical reports for due diligence issues (i.e., jurisdiction processing, development and design standards and existing site and development constraints) and assess the potential issues with all environmental documents and technical reports.
- Provide suggestions and design changes that will assist in accomplishing goals of preserving and avoiding known cultural resources.
- Utilization of knowledge and experience working with Section 106 (National Historical Preservation Act), National Environmental Policy Act (NEPA), AB (Assembly Bill) 52, SB (Senate Bill) 18, and California Environment Quality Act (CEQA) and Surface Mining and Reclamation Act (SMARA).
- Review and analyze environmental documents, site plans, grading plans, and other documents pertaining to cultural resources that the Tribe's receives.
- Review and analyze projects Mitigated Negative Declaration/ Environmental Impact Reports, conditions of approvals and provide comments and proposed revisions based upon projects impacts.

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

- Review, comment and tract Tower Construction Notification System (TCNS) notices, tract review fees and prepare report for Director and to be used by THPO yearly report.
- Prepare, review and edit conservation easement, master service agreements, memorandum of agreements, programmatic agreements documents related to preservation of cultural resources.
- Work with the Tribe's GIS Department to create, update and maintain maps of cultural resources and culturally sensitive areas, on and off the reservation.
- Attend public meetings, hearings and other gatherings pertaining to cultural resources.
- Provide official testimony at public meetings, hearings and other gatherings.
- Meet with Local, State and Federal representatives regarding the protection and preservation of cultural resources.
- Open and review mail to determine any applicable deadlines and follow up required with lead agencies as it pertains to information on availability of site plans, technical reports, environmental documents, other associated documents, and information.
- Assist with tracking projects with all relevant lead agencies in the Tribe's territory, including updates on the status of the project, availability of environmental documents, comment due dates, public hearings and any other related deadlines.
- Attend and present at conferences regarding planning and cultural topics.
- Provide planning guidance on internal Pechanga projects.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

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 Planning, Archaeology, Native American Studies, or History required with a Master's degree preferred.
- Three (3) years in governmental agency and five (5) years in private industry experience as an urban planner/project manager preferred.
- Must have knowledge and experience with California Environmental Quality Act (CEQA), National Environmental Protection Plan (NEPA), Section 106 (National Historical Preservation Act), California SB (Senate Bill) 18, and California SB (Senate Bill) 52, Surface Mining and Reclamation Act (SMARA), and other state and federal laws related to cultural resources protection.
- Experience and working knowledge of: zoning and subdivision laws; principles of land use planning and development, comprehensive plan including their formation, process of adoption, and implementation; planning programs and processes to communicate effectively with Lead Agencies to protect and preserve cultural resources.
- Must have experience reading maps, including 3.5-minute topographic maps and Google Earth required.
- Experience providing standard writing samples in related field.
- Experience and working knowledge of planning related software and GIS applications.
- Advance knowledge of Microsoft Office programs (Word, Excel, PowerPoint, Project Management)
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing and random testing.
- Must successfully pass a pre-employment background investigation.

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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of plan making and project evaluation.
- Knowledge and understanding of local, state, and federal government programs and processes.
- Knowledge and understanding of the legal foundation for land use regulation, planning concepts and principles, and government affairs.
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers.
- Ability to manage multiple projects effectively and meet firm deadlines.
- Ability to creatively problem-solve and to gather relevant information to solve less well-defined planning problems related to protecting and preserving cultural resources.
- Ability to review and understand engineering plans, and envision alternatives, work under strict timelines, conflict resolution, envisioning planning solutions or ideas.
- Ability to multi-task, organize tasks and maintain files.
- Ability to organize resources and establish priorities.
- Ability to understand and communicate complex issues.
- Ability to conduct oneself in a culturally sensitive manner.
- Ability to maintain strict confidentiality of Cultural information.
- Ability to work cooperatively with other Tribal employees and outside entities.
- Ability to work independently on multifaceted projects.
- Must possess a professional demeanor and work ethic.
- Ability to present facts clearly and accurately both orally and in writing.

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 walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to travel across rough, uneven and rocky surfaces. 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. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an 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.

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While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately noisy during events and when working outdoors.

Employee's acknowledgement: 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. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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