



**SUSANVILLE INDIAN RANCHERIA**  
745 Joaquin Street  
Susanville, CA 96130  
(530) 257-4921

### **VACANCY ANNOUNCEMENT**

<b>OPENING DATE OF ANNOUNCEMENT:</b>	<b>October 28, 2021</b>
<b>CLOSING DATE OF ANNOUNCEMENT:</b>	<b>November 12, 2021</b>
<b>POSITION TITLE:</b>	<b>THPO/NAGPRA Coordinator</b>
<b>SUPERVISES:</b>	<b>No</b>
<b>STARTING SALARY:</b>	<b>\$26.14 per hour</b>
<b>GRADE:</b>	<b>13</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>NUMBER OF POSITIONS:</b>	<b>1</b>
<b>STATUS:</b>	<b>Permanent</b>
<b>HOURS:</b>	<b>Full Time</b>
<b>BENEFITS:</b>	<b>Highly competitive package <i>*See below</i></b>
<b>SUBJECT TO P.L. 101-630:</b>	<b>Yes, this position works with and around our children and youth and is therefore subject to P.L. 101-630.</b>

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

The THPO/NAGPRA Coordinator will do background research pertaining to cultural and environmental issues and assists with the day-to-day operations of the Natural Resources Department. This position will provide administrative support to the Tribal Liaison Committee (TLC) to implement the cultural resource protection plan. The position will develop the Susanville Indian Rancheria's (SIR's) Tribal Historic Preservation Office. This will include applying to and obtaining THPO status from the National Park Service (NPS); developing tribal codes and ordinances to protect cultural resources on tribal lands; review tribal and outside projects for potential effects to tribal cultural resources; and consultation with federal, state, and local agencies regarding cultural resource protection.

### **SPECIFIC AREAS OF RESPONSIBILITIES:**

- Review of incoming correspondence including cultural resource inquiries, public notices, and the federal register.
- Research and obtain knowledge of tribal issues and applicable laws including the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA), the California Environmental Quality Act (CEQA), National Environmental Policy Act of 1969 (NEPA), the National Historic Preservation Act of 1966 (NHPA) and California Public Resource Codes.

- Coordinates with Tribal Liaison Committee (TLC) for cultural resource site identification, inventory, and to determine policy and protocol for the cultural resource protection plan.
- Aid TLC representatives in responding to the appropriate agencies regarding cultural resource concerns.
- Schedule meetings and travel for TLC representatives.
- Attends required workshops, meetings, and trainings.
- Review plans for tribal projects and develop mitigation to ensure tribal cultural resources are not affected.
- Develop Cultural Resource Protection Codes, Ordinances, and Resolutions.
- Research available funding for cultural resource identification and protection and assist staff in the preparation of grant applications.
- Assist with developing educational programs including cultural resource education campaign for public agencies.
- Develop reports and minutes documenting TLC meetings and trainings.
- Apply to the NPS for and obtain THPO status for the SIR.
- Conduct research in to determine cultural sites within the ancestral territories of the tribes and bands associated with the SIR that are potentially eligible for inclusion on the National Register of Historic Places (NRHP).
- Create and maintain a cultural resource reference library.
- Assist with other EPD programs, as necessary.
- Protect cultural resources associated with the tribes and bands of the SIR.
- Conduct research on NAGPRA-related cultural items important to the SIR.
- Consult with archaeologists, museum staff, college professors, and graduate students regarding NAGPRA issues.
- Coordinate visits to museums for members of the SIR's Tribal Government Liaison Committee to meet with museum staff, review collections, and consult regarding NAGPRA issues and concerns.
- Conduct oral interviews of tribal elders to obtain information for tribal NAGPRA claims.

- Develop and submit NAGPRA claims to museum and agencies on behalf of the SIR and NECATNC.
- Submit reports in a timely manner to agencies and organizations regarding grant progress.
- Develop grant applications, work plan, and budget for the SIR's THPO/NAGPRA Program.
- Update the SIR's THPONAGPRA Strategic Plan on an annual basis.
- Assist with other Natural Resource Department programs, as necessary.
- Perform clerical and office management duties including preparing correspondence, forms, letters, reports, filing and accounting for grant compliance.
- Other duties as assigned.

**KNOWLEDGE SKILLS AND ABILITIES:**

- A. Ability to retain neutrality and confidentiality pertaining to information and cultural resources of SIR associated tribes.
- B. Excellent writing and verbal communication skills.
- C. Knowledgeable about Native American history and community relations.
- D. Ability to initiate and complete work independently.
- E. Ability to travel for work-related training, repatriation, meetings, and conferences.
- F. Knowledge of the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA), the California Environmental Quality Act (CEQA), National Environmental Policy Act of 1969 (NEPA), the National Historic Preservation Act of 1966 (NHPA) and California Public Resource Codes.

**MINIMUM QUALIFICATIONS:**

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass P.L. 101-630 background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

## **ADDITIONAL QUALIFICATIONS FOR THIS POSITION**

6. (1) Two-year college degree in Archaeology or Anthropology, or (2) completion of a specialized course of study at a business or trade school or (3) completion of specialized training courses conducted by equipment vendors or (4) job specific skills acquired through on-the-job training or apprenticeship program.
7. One (1) to three (3) years of similar or related experience.
8. One (1) year of office setting work with computers, telephones, printers, copy, and fax machines.
9. Two (2) years of experience utilizing Microsoft Office applications including Word, Excel, PowerPoint, and Outlook.
10. Must be able to relate to Native Americans and work well with the public.

## **WORKPLACE ENVIRONMENT:**

**1. PHYSICAL SAFETY:** The work requires minor physical exertion, such as short periods of standing, walking over rough, uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping alternating with the lighter activities. Job requires minimal agility and dexterity.

**2. WORKING ENVIRONMENT:** Occasional exposure to objectional conditions or variations such as those found in variable weather conditions or light industrial settings.

## **PERFORMANCE EXPECTATIONS:**

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

## **PREFERENCE POLICY:**

- 1<sup>st</sup> Preference: Enrolled member of a Federally Recognized Tribe.  
2<sup>nd</sup> Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.  
3<sup>rd</sup> Preference: All other applicants.

## **SIR BENEFITS PACKAGE:**

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

## **HOW TO APPLY AND APPLICATION REQUIREMENTS:**

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: [www.sir-nsn.gov/human-resources/](http://www.sir-nsn.gov/human-resources/) (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to [wbrown@sir-nsn.gov](mailto:wbrown@sir-nsn.gov) or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.