



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

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT: March 10, 2023
CLOSING DATE OF ANNOUNCEMENT: March 24, 2023

POSITION TITLE: Tribal Historic Preservation Officer
SUPERVISES: No
STARTING SALARY: \$ 26.14 – 32.67
GRADE: 13
FLSA STATUS: Non-Exempt
NUMBER OF POSITIONS: 1
STATUS: Permanent
HOURS: Full Time
BENEFITS: Highly competitive package *See below
SUBJECT TO P.L. 101-630: Yes This position works with and
around our children and youth and is
therefore subject to P.L. 101-630.

GENERAL STATEMENT OF RESPONSIBILITIES:

The Tribal Historic Preservation Officer (THPO) will do background research pertaining to cultural and environmental issues and assist 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 by applying, implementing, and reporting on the THPO grant from the National Park Service (NPS); develop tribal codes and ordinances to protect cultural resources on tribal lands; review tribal and outside projects for adverse effects to tribal cultural resources; and plan and consult with federal, state, and local agencies regarding cultural resource protection. THPO surveys inventoried sites as well as new Trust land sites; oversees cultural monitors; and reviews cultural resource inquiries per NEPA, NHPA, NDOT, CEQA, etc., The THPO promotes cultural awareness and the need for cultural protection through education outreach and events for the Tribal community.

SPECIFIC AREAS OF RESPONSIBILITIES:

Planning:

- Coordinates meetings with Tribal Liaison Committee (TLC) for cultural resource site identification, inventory, and to determine policy and protocol for the cultural resource protection plan.
- Develop reports and minutes documenting TLC meetings and trainings.

- Review plans for tribal projects and develop mitigation plans to protect tribal cultural resources.
- Develop Cultural Resource Protection Codes, Ordinances, and Resolutions.
- Advising and assisting in evaluating proposals for rehabilitation projects that may qualify for Federal assistance.

Surveying and Inventory:

- Supervise and manage SIR's Cultural Monitoring Program And maintain and update the 5-year Site Heritage Plan.
- Coordinate with contracted archaeologist to conduct reservation-wide surveys of historic properties and newly acquired lands and maintain inventories of those properties.
- Attends required workshops, meetings, and trainings.

Review and Comment

- Consulting with the appropriate Federal agencies in accordance with the Act on Federal undertakings that may affect historic properties and the content and sufficiency of any plans developed to protect, manage, or to reduce or mitigate harm to such properties.
- Review incoming correspondence including cultural resource inquiries, public notices, and the federal register, and respond to the appropriate agencies regarding cultural resource concerns.
- 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.

Education and Outreach

- 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.
- 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.

Research the Native American Graves Protection and Repatriation (NAGPR) Act

- 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.

Development

- Develop grant applications, work plan, and budget for the annual submission of SIR's THPO Program.
- Submit reports in a timely manner to the National Park Service, the federal agency, with whom we partner as a Tribal Historic Preservation Office and other potential partners regarding the progress made on the described activities of a grant workplan during that grant period.
- Investigate the process and requirements per the NPS to obtain NAGPRA status for the SIR.
- Implement SIR's Tribal historic preservation plan, and update 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 **OR** pre-employment 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

1. (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.
2. One (1) to three (3) years of similar or related experience.
3. One (1) year of office setting work with computers, telephones, printers, copy, and fax machines.
4. Two (2) years of experience utilizing Microsoft Office applications including Word, Excel, PowerPoint, and Outlook.
5. 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: Regular exposure to unfavorable environments such as weather, body fluids, toxic laboratories, and industrial chemicals, or confined, dirty and noisy locations. Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

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:

- 1st Preference: Enrolled member of a Federally Recognized Tribe.
2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3rd 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; eligibility for annual merit increases; sixteen 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/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA. Resumes in addition to the Application is encouraged but not mandatory.

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/Or** 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. **In additional we encourage you to provide a statement on how you meet each Minimum and Additional Qualifications 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 or faxed to (530) 251-1895 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.