



Confederated Tribes of Warm Springs, Oregon  
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December 27, 2018

## **Announcement of Vacancies on the Warm Springs Tribal Employment Rights Office Commission**

The Confederated Tribes of Warm Springs is seeking interested persons who are willing to serve on the 5-member Tribal Employment Rights Office Commission. Interested candidates must submit the following documents no later than Fri., Feb. 1, 2019: Letter of interest, resume, background check form, and credit check form. Applicants can pick up the credit and background check forms from the Executive Management office or download online at: <http://bit.ly/CTWSOBoardCommitteeInfo>. All documents must be submitted to Michele Stacona, Secretary-Treasurer/CEO, P.O. Box 455, Warm Springs, OR 97761 or dropped off at the Executive Management office.

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### **WARM SPRINGS TRIBAL EMPLOYMENT RIGHTS OFFICE COMMISSION WARM SPRINGS VENTURES ECONOMIC DEVELOPMENT CORP.**

#### **3 – Tribal Member Positions**

#### **Section 6.01 Establishment of Commission (abridged)**

The Tribal Employment Rights Office Commission is hereby established to perform the duties and responsibilities set forth in this code.

- A. Membership-the commission shall be comprised of 5 members appointed by the Tribal Council. The members shall hold office for a period of 1 and 2 years, terms to be determined by the Tribal Council. There is no limitation on the number of terms a member may serve.
- B. Qualifications-any Indian 18 years and older who works or resides on the reservation is qualified to be appointed to the commission.
- C. Commission Chairperson-The commission shall elect annually a Chairperson from its membership. The chairperson shall preside at all meeting of the commission and shall be authorized to sign required documents in accordance with the powers of the commission.
- D. Duties and Powers-The commission shall be responsible for conducting hearings on Tribal Employment Rights matter in accordance with this code. In addition to all specific powers set forth in this code, the commission shall also have the following powers:
  - 1. Review contractor applications to certify that applicant is eligible for inclusion in Indian Owned business directory.
  - 2. Certify on-the-job training hours as recorded by office staff for tribal apprenticeship programs.
  - 3. The commission may conduct on-site visits if such visits are a part of their investigation for the decision making process for appeals.
  - 4. Develop procedures necessary to implement the provisions of this code that are consistent with this code.
  - 5. Conduct an annual review of the code.
- E. The Commission will hold regular monthly meetings. Times and procedures for hearings will be set as necessary, when an appeal is filed on a sanction or decision of the Program Manager.
- F. The commission will be afforded annual training on hearing procedures and decision making techniques.

