

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P. O. Box 9 • Odanah, WI 54861 • 715/682-6619 • FAX 715/682-9294



• MEMBER TRIBES •

MICHIGAN

Bay Mills Community
Keweenaw Bay Community
Lac Vieux Desert Band

WISCONSIN

Bad River Band
Lac Courte Oreilles Band
Lac du Flambeau Band
Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

MINNESOTA

Fond du Lac Band
Mille Lacs Band

VACANCY ANNOUNCEMENT

TITLE: Administrative Policy Analyst

DEPARTMENT: Division of Intergovernmental Affairs

LOCATION: Great Lakes Indian Fish and Wildlife Commission (GLIFWC)
Bad River Indian Reservation, Odanah, Wisconsin

CLOSING DATE: June 21, 2019

CLASSIFICATION: Permanent, full-time (dependent on funding)

SALARY RANGE: \$48,297 - \$54,831 (DEPENDENT ON QUALIFICATIONS AND EXPERIENCE) Note: this position has been classified as 50% tax exempt for qualified individuals under Internal Revenue Code s.7873 – Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities. Benefits include health insurance, retirement plan, cafeteria plan, disability insurance, and life insurance.

DUTIES AND RESPONSIBILITIES

Under the supervision and direction of the Director of Intergovernmental Affairs, provide leadership and policy analysis in the areas of employment law, and financial and insurance regulations. The Administrative Policy Analyst will also assist the Commission in implementing various human resource functions. The Administrative Policy Analyst perform the duties listed below in a manner consistent with Commission policies and procedures:

1. Assist the Commission in reviewing, analyzing, implementing and, as necessary, updating its Personnel Policies and Procedures manuals in response to changing employment law, federal regulations or other factors.
2. Research, review, integrate and ensure consistency between policies or Standard Operating Procedures (SOP's) developed by individual Divisions within the Commission. Develop new policies or SOP's as necessary.
3. Track, analyze, and provide advice and guidance related to the interpretation of federal employment, personnel, and financial laws and regulations, and their applicability to the Commission, including guidance published by the Office of Budget and Management, I.R.S. regulations, etc.
4. Provide advice and guidance on the interpretation of the Commission's Personnel Policies and Procedures as they relate to employees, particular incidents and organization objectives, including acting as a point of contact for employee questions and concerns.
5. Assist the Commission's Divisions in implementing various human resource functions including recruitment and orientation of new employees, employee development, and employee assistance.

6. Review, analyze, and make recommendations for all Commission contracts, leases and insurance policies.
7. Other duties as assigned.

QUALIFICATIONS

1. Juris Doctor (JD) required, plus 3 years of experience desirable in a field relevant to the position's responsibilities and GLIFWC's mission.
2. Work or other relevant experience with Indian tribes preferred.
3. Demonstrated high level of proficiency in written and oral communication, including an ability to organize and analyze facts, to develop written comments and policy recommendations, and to clearly and concisely present those recommendations.
4. Demonstrated ability to act with competence and responsibility in initiating, planning, analyzing, and reporting on legal and policy research.
5. The capacity to work independently and with a variety of professional and non-professional individuals.

Indian preference will be applied consistent with GLIFWC policies and the federal Indian Self-Determination and Education Assistance Act.

APPLICATION PROCEDURE

Submit a letter of interest, a writing sample, and a resume (including 3 references) to:

Leanne Thannum, Litigation Support Specialist
Great Lakes Indian Fish and Wildlife Commission
Chief Blackbird Center
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