

APPLY IN PERSON AT:
Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



ONEIDA

A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:
<http://oneida-nsn.gov>

FIRST POSTING TO ENROLLED ONEIDA TRIBAL MEMBERS

POSITION TITLE: Regulatory Compliance Specialist
POSITION NUMBER: 02392
DEPARTMENT: Gaming Commission
LOCATION: 2669 W Mason Green Bay WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Compliance Manager
SALARY: NE09 \$20.51/hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: May 8, 2019
TRANSFER DATE: May 15, 2019
CLOSING DATE: May 22, 2019
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position monitors regulatory compliance to tribal, state and federal regulations and controls by conducting observations and reviews and prepares reports on matters of non-compliance under the general direction of the Compliance Manager. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Monitor and aid the enforcement of laws and regulations governing the operations and conduct of all Gaming Activities subject to the Oneida Nation Gaming Ordinance (ONGO).
2. Perform assessments to evaluate regulatory compliance status. Perform follow up observations and examinations to ensure non-compliant matters are addressed timely and appropriately and to ensure corrective action results in regulatory compliance. Maintain appropriate documentation to validate assessments, observations, and examinations.
3. Review and monitor effectiveness of gaming SOPs required by the Tribal Minimum Internal Control Standards (MICS).
4. Conduct periodic reviews to ensure all gaming facilities are appropriately licensed.
5. Assist with revising and making recommendations for regulatory changes as needed or requested.
6. Ensure games are consistent with Compact, MICS and Rules of Play by monitoring controls and procedures, conducting periodic reviews, and communicating deficiencies and/or opportunities.
7. Monitor and assure confidentiality is maintained for all gaming records, activities, and investigations, as well as maintain strict department security, confidentiality, and quality to meet professional standards of the department.
8. Make recommendations to improve the effectiveness which might enable the Commission to more efficiently and effectively carry out the purpose and intent of ONGO.
9. Assist in the issuance and monitoring of regulatory compliance warnings or notices to ensure corrective action results in regulatory compliance.
10. Report and provide documented support, as necessary and appropriate, for licensing hearings involving repeat regulatory compliance concerns.
11. Assist to promote and ensure the integrity, security, honesty, and fairness of Gaming regulation and administration.
12. Analyze Gaming reports to identify issues of non-compliance and/or recommendations for improvement.
13. Collect and maintain accurate records and information regarding matters of regulatory compliance.
14. Adhere to all Tribal Personnel Policies and Procedures, as well as state and federal regulations.
15. Assist the Compliance Manager to establish and maintain Compliance area policies and procedures and offer recommendations for continuous improvement.

JOB DESCRIPTION

Regulatory Compliance Specialist

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DUTIES AND RESPONSIBILITIES: (Cont.)

16. Keep abreast of Gaming regulations, rules, procedures and controls via research and attending information sessions, seminars and meetings to maintain knowledge of current trends and technology in the Gaming industry.
17. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit; use hands to finger, handle, or feel; reach with hands and arms; and talk, hear, walk. Occasionally stand; and stoop, kneel, crouch, crawl, lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level or in a casino setting with a higher noise level and where cigarette smoke is prevalent. Prolonged standing and walking may occur.
3. Work a flexible schedule to include, but not limited to, nights, weekends, holidays and to be on call twenty-four (24) hours a day as needed/required to deal with emergency situations of regulatory violations.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledgeable and aware of current/changing Gaming Activities and current/changing regulations, which minimally includes federal, state, local and tribal regulations.
2. Possess communication skills to effectively regulate all gaming activities.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Ability to take charge of a situation and deal authoritatively, to set and meet priorities, meet strict deadlines and to successfully cope with challenging situations and conditions.
5. Ability to interact with the public, fellow employees, Tribal enterprises, federal, county and state agencies, demonstrating respect, tact, courtesy, objectivity, and maturity to develop effective and cooperative working relationships.
6. Ability to inform and communicate verbally and in writing.
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must be willing and able to obtain additional education and training.
9. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
10. Must pass a background security check with the Oneida Nation to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
11. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. A Bachelor's Degree in Accounting, Police Science, Business Management, Criminal Justice or related field.
2. Knowledge of gaming regulations, internal controls as it relates to Oneida Gaming Operations.
3. Five (5) years of gaming experience in areas such as accounting, auditing, cash-handling, surveillance, regulatory, compliance, or other similar areas.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. **Must be an enrolled member of the Oneida Nation.**
2. Must be eighteen (18) years of age or older upon employment.
3. Associate degree in Accounting, Police Science, Business Management, Criminal Justice or related field; three (3) years of gaming experience in areas such as accounting, auditing, cash-handling, surveillance, regulatory, compliance, or other similar areas; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

Must provide a copy of diploma, license, degree or certification upon employment.