

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

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



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

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

JOB DESCRIPTION

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Legislative Analyst
POSITION NUMBER: 00182
DEPARTMENT: Legislative Reference Office (LRO)
LOCATION: N7210 Seminary Rd Oneida WI
DIVISION: Non-Divisional
RESPONSIBLE TO: LRO Director
SALARY: NE11 \$24.82/hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: November 13, 2017
CLOSING DATE: November 20, 2017
Transfer Deadline: November 20, 2017
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

Review and analyze existing and proposed tribal legislation, laws, and rules of the Oneida Nation. Analysts determine the impact of proposed tribal legislation on governmental functions and processes and recommend modifications as required. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Attend Legislative Operating Committee meetings and take meeting minutes, schedule meeting, and other administrative duties as requested.
2. Analyze legislation for; intent, background information, implementation, identify major issues to include the pros and cons, and identifying legal issues, impacts and risks.
3. Work with drafting attorneys as a team throughout the legislative process to; develop a legislative plan for proposed projects, complete background research as needed, schedule and attend meetings, track pertinent legislative tasks, etc
4. Conduct and coordinate all preliminary research into a variety of tribal legislation, policies, regulations, resolutions and other legal documentation as requested.
5. Assist with maintaining a report for the status of proposed legislation that are in various stages of the lawmaking process.
6. Coordinate and conduct special research projects and special reports on topics of legislative interest.
7. Consult with other departments and tribal businesses on various research projects.
8. Work with Legislative Operating Committee (LOC) members and LRO staff to proofread, meeting packets, draft laws, policies and correspondence.
9. Act as an information resource to the LOC, Oneida Business Committee and others in the presentation of tribal legislation or legislative processes.
10. Represent the LRO at meetings when requested. Attend meetings and other forums to represent the LRO/LOC when requested to stay abreast of proposed and anticipated Tribal legislation.
11. Analyze and report, explaining the intent of proposed legislation and results of analysis as requested.
12. Assist in orientation and training of new LOC members, employees and interns.
13. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.

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DUTIES AND RESPONSIBILITIES: (Cont.)

14. Assist in developing and documenting department standard operating procedures, orientation documents, and other department processes.
15. Assist in developing and documenting department standard operating procedures, orientation documents and other departmental processes.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
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. Work is generally performed in an office setting with a moderate noise level.
2. Must be able to move around in an office setting for meetings, customer walk-ins, operate office machines, etc.
3. 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. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
2. Skill in project management to ensure the completion of multiple tasks under short deadline.
3. Ability to critique legislation for its need, meaning, intent, logical development, and clarity of policy expression.
4. Ability to interpret any applicable federal, state, county and local laws, regulations, and requirements.
5. Ability to exercise initiative and independent judgment.
6. Ability to work extended hours and various work schedules.
7. Ability to demonstrate a high level of sensitivity to community issues and concerns.
8. Ability to communicate efficiently and effectively both verbally and in writing with members of the general public and officials at all levels of government.
9. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
10. Ability to effectively utilize the talents, knowledge and expertise of Tribal staff and other agencies.
11. Must have excellent research and analytical skills. Working knowledge of research methods, lawmaking and rule making system.
12. Must develop and maintain successful working relationships with colleagues and others.
13. Must be very detail oriented.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must pass a background security check with the Oneida Nation in order 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.
18. 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. Master's Degree in Political Science or related field.
2. Knowledge of the Oneida Community, its history and culture.

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MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Political Science, Public Administration, or closely related field; one (1) year work experience in research to include, analysis and development; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

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

