



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 089-22

OPENING DATE: 05/16/2022

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Compliance Inspection Manager
PAY GRADE: E8 (\$26.52/hr. - \$38.46/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Gaming Regulatory
REPORTS TO: Executive Director, Gaming Regulatory
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Supervises and organizes all compliance inspection functions and staff to ensure compliance according to National Indian Gaming Commission (NIGC), Minimal Internal Control Standards (MICS), New Mexico State Gaming Compact, POIGRA Regulations and all applicable laws and regulations.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Manages the scheduling and performance of inspections of all departmental functions in the Gaming operation for compliance with all regulatory requirements and established operational procedures.
- Develops and establishes a systematic format for reporting all discrepancies noted by inspectors and follow-up correction procedures.
- Reviews inspection reports to ensure reports contain sufficient, competent and relevant evidential information to support the conclusion rendered for compliance to Tribal, Federal, State and Gaming Compact regulations and laws.
- Advises the Executive Director of perceived deficiencies through related inspections or reported issues and documents reasons and findings.
- Ensures OSHA compliance is met, and that employees practice food safety practices.

- Reviews casino promotions, policies, and standard operating procedures; makes recommendations for approval or non-approval.
- Ensures gaming software is tested and controlled for gaming integrity.
- Reviews transactions, documents, records, reports and methods utilized in inspections for accuracy and effectiveness.
- Develops inspection reports and recommends corrective action of non-compliance issues; submits inspection results for review; follows-up on previous areas of non-compliance to assure corrective actions were implemented.
- Conducts interviews of gaming staff and management as required.
- Reviews and evaluates compliance exception issues provided by external and internal sources.
- Assists in the investigation process when improprieties are identified, furnishing and providing testimony as required.
- Monitors case files for all inspections.
- Maintains current working knowledge of trends in gaming, and regulatory and compliance requirements.
- Generates reports using supporting documentation, reasons, findings and conclusions as requested by the Executive Director, or other departments.
- Hosts regular staff meetings to ensure communication among staff regarding inspection activities.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Maintains confidentiality of all privileged information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises compliance staff; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Assists in hiring, evaluating, disciplining, and developing staff.
- Coordinates training and continuing education for staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Law Enforcement or closely related.
- Five years' experience in gaming facility inspection, law enforcement or other regulatory environment including one year in a supervisory capacity; or equivalent combination of education and experience.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional form of government and Pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Isleta.
- Knowledge of federal, state, and Indian gaming regulations.
- Knowledge of effective principles and practices of management and supervision.

- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to listen to the concerns of applicants and employees and provide feedback on sensitive, confidential issues.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently with minimal supervision.
- Ability to learn or knowledge of hi-tech based slot machine software programs.
- Ability to work extended hours, weekends, holidays and various shifts as scheduled.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office or casino environment.
- Frequent interaction with employees.
- Exposure to second-hand smoke.
- Noise level is usually moderate.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.