



PASKENTA BAND OF NOMLAKI INDIANS
TRIBAL GOVERNMENT
Technical Compliance Manager
Position Description

Reports to: Executive Director of Gaming Commission	Open:03/16/2021
Job Class: Exempt; 40 hours per week	Closes: until filled
Email or fax resumes to: hr@paskenta.org	Projected Start Date: TBD
<i>Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.</i>	

POSITION SUMMARY

The Technical Compliance Manager is responsible for ensuring that the gaming operation complies with the requirements of all federal, state and tribal regulations as they apply to Class III gaming.

DUTIES & RESPONSIBILITIES

1. Performs audits, reviews procedures, and test for compliance with established Tribal Minimum Internal Control Standards (MICS), National Indian Gaming Commission (NIGC) MICS, Tribal-State Compact requirements, casino system of internal controls, Tribal Ordinances, company policies and procedures, and state and federal regulations.
2. Performs special investigations, projects, audits, and reviews assigned by the Executive Director or Commissioners, reporting results including recommendations for corrective action when warranted to the Executive Director and Commissioners.
3. Formulates and directs regulatory compliance goals, programs, policies, and objectives; manages, plans, organizes and administers projects of the Executive Director and Commission; attends and participates in Commission meetings.
4. Establishing, performing, and tracking regulatory compliance activities with an emphasis on interacting with casino management to encourage positive and collaborative proactive measures that ensure high degree of compliance.
5. Ensuring all applicable regulatory changes are properly and effectively communicated and implemented by established deadlines.
6. Monitoring operational and administrative compliance by establishing and maintaining files with the resolution of outstanding regulatory issues and the auditing/reporting process.
7. Reviews and evaluates System of Internal Control (SIC) for the casino and provides recommendation on approval for Commissioners.

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8. Monitors regulatory compliance with the Tribal-State Compact, including camera modifications which must be approved by TGA.
9. Reviews and investigates patron gaming disputes by guests that cannot be settled by casino management.
10. Interacts with state and federal investigators and/or regulators as necessary in conjunction with the Executive Director, provides liaison with Federal, State, regional and local agencies.
11. Attends offsite training seminars, workshops and meetings in order to maintain a strong working knowledge of gaming industry developments, standards and regulations.
12. Consults with the Executive Director and Commission Attorney on regulatory, policy and administrative matters relating to all aspects of Class III gaming.
13. Researches, develops, and analyzes information and makes recommendations to the Executive Director and Commission regarding the approval or denial of amendments to SICS, surveillance proposals, and marketing / promotional proposals being submitted by the gaming operation for Commissioner's approval.
14. Presents agenda items related to Class III Gaming to the Tribal Gaming Commission as required.
15. Answers and submits correspondence.
16. The Regulatory Compliance Director is responsible for, as needed and assigned by the Executive Director, the management of any regulatory compliance or audit staff that may be employed by the Tribal Gaming Agency on either a temporary project or regular basis.
17. Other duties as required or assigned by the Commissioners or the Executive Director.

KNOWLEDGE OF

- Tribal Ordinances, Administrative Procedure, TGA Regulations and Minimum Internal Control Standards (MICS), NIGC MICS, IRS Rules & Regulations, Title 31 Requirements, Gaming Operation Systems of Internal Control Policies and Procedures.
- Knowledge of internal control and auditing principles/standards, and familiarity with various computer systems and applications.
- Must possess ability to identify and effectively communicate necessary regulatory changes to casino management in a positive value-added manner.
- Must possess highly developed analytical skills and the ability to develop compliance review and inspection programs.
- Must possess strong communication skills; Data processing systems used by the agency in administering its regulatory authority.
- Purposes, organization and activities of the agency; modern office methods, popular and current computer programs.

SKILLS AND ABILITY TO

- Be self-motivated and work with little or no supervision.
- Reason logically and creatively.
- Exercise appropriate judgment and decision making.

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- Analyze data and present ideas and information effectively both orally and in writing.
- Consult with and advise all levels in the agency and other interested parties on internal control, audit and compliance matters.
- Calculate figures and amounts such as discounts, interest, commissions and percentages.
- Gain and maintain the confidence and cooperation of those contacted during the course of work.
- Independently interpret and use reference material.
- Apply laws and regulations pertaining to internal control, audit and compliance matters.
- Develop inspection programs and prepare written reports independently.
- Make clear and comprehensive reports and keep records.
- Communicate effectively.
- Meet and interact knowledgably and professionally with the gaming operation management and employees.
- Use a computer and computer equipment and assist others in office with their work.
- Apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.

MINIMUM QUALIFICATIONS

1. Bachelor of Science or Bachelor of Arts degree from an accredited college or university is required unless an equivalent level of education and experience can be demonstrated.
2. At least five years' experience in the casino industry in the area of internal controls/auditing and/or gaming regulatory compliance, and/or internal control of fixed assets; or equivalent combination of education and experience.
3. Gaming Industry Experience is required.
4. Experience in working with a Tribe is preferred.
5. Demonstrate clear knowledge of Paskenta Band of Nomlaki Indians structure, standards, procedures and protocols.

CERTIFICATES OR LICENSE

Certified Internal Auditor (CIA) or other form of regulatory compliance certification beneficial but not required.

NOTE TO APPLICANTS

Must meet the licensing requirements by the Paskenta Gaming Commission. Please be advised a pre-employment Drug Test and a Department of Justice Fingerprinting clearance will be required as a condition of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is required to stand, walk, sit, handle, or feel, reach with hands and arms, stoop, kneel, crouch, talk and hear. The employee will need to be able to

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lift at least 10 lbs. The employee will also need to have the visual abilities and physical dexterity to see and work with small and detailed electronic components.

WORK ENVIRONMENT

While performing the duties of this job the employee is occasionally required to work near a moderate noise level. The employee may be required to work in an environment subjected to cigarette smoke. This position requires the ability to work non-conventional work hours.

Employment with Paskenta Band of Nomlaki Indians is voluntarily entered. All PBNI personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by PBNI. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Paskenta Band of Nomlaki Indians and employee and is subject to change by the Paskenta Band of Nomlaki Indians.