

**NORTHERN CHEYENNE TRIBE  
GRAZING AND RANGE RESOURCES  
2021**

**POSITION:** Grazing and Range Seasonal Compliance Specialist (2)

**DEPARTMENT:** Northern Cheyenne Grazing and Range Resources

**RATE OF PAY:** \$18.00 per hour

**ACCOUNTABLE TO:** Manager of Department of Grazing and Range Resources

**OPENING DATE:** 7/16/2021

**CLOSING:** 7/22/2021 @ 4:00 pm

**How to apply:** Submit a completed application, resume, three (3) current (within 1 year) letters of reference, copies of certifications, transcripts, credentials, a Tribal I.D. or Tribal Certification (if claiming Tribal preference), and a DD214 (if claiming veteran's preference) to the Northern Cheyenne Tribe-Human Resources Office, P.O. Box 128, Little Wolf Capital Building, Lame Deer, MT 59043

**INTRODUCTION:**

These seasonal full-time positions promote and support the mission of the Grazing and Range Resources Program to provide range management services and administration of grazing permits through the use of technology, best range management practices, and field inspections. These seasonal positions will operate from April through September.

**SUMMARY OF WORK:**

The Compliance Specialists will be responsible for the implementation of a wide-range of duties associated range management operations. This includes, but is not limited to the following: (1) supervision of contract services to ensure projects are completed in accordance with specifications and design, e.g. construction and installation of rangeland improvements; (2) regular inspection of range units to ensure proper management; (3) recommends Specific practices to enhance management and utilization of range units; (4) works with permittees and supervisor to design and plan range conservation practices and assure compliance with Operator Management Plans; (5) assist with range analysis of ecological types, summarizes and evaluates data and issues recommendations concerning the management of forage production on range units; (6) investigates and initiates action accordance with applicable sections of 25 CFR Part 166.600 and approved Tribal Code concerning Indian Agricultural land trespass in range units; (7) performs inspections of range units for maintenance of range improvements and assures continued maintenance; and, Compliance Specialists will document all field compliance inspections and will routinely report to supervisor any issues that require Northern Cheyenne Grazing Board action. Goals and objectives will be provided to the Specialists by the Manager of the Grazing and Range Resources Administrator.

**Knowledge Required for the Position:**

Knowledge of Tribal and Bureau of Indian Affairs regulations, policies, and procedures as they pertain to range management and livestock. Compliance Specialists should be knowledgeable of the principles, concepts, and methodology in range land management and conservation to plan and develop grazing systems rotations and conservation plans and livestock husbandry. These positions require the skills and ability to express ideas verbally and in written form including drafting of memorandums, letters, documentation of field inspections, compliance reports and technical reports. In addition, the employee must have the knowledge to utilize GIS data collection, mapping and map generation to document compliance and field inspections required by the Annual Work Plan.

**Supervisory Controls:**

The Supervisor issues broad assignments and instructions for implementation by the Compliance Specialists. Periodically, the work activities of the Techs will be reviewed to assure adherence to BIA policies and regulations and Tribal Codes, ordinances, and resolutions.

**Guidelines:**

Guidelines include 25 CFR Part 166-grazing permits, BIA manuals, technical standards, Tribal Council resolutions and ordinances or codes, and USDA-Natural Resources and Conservation Service field operating guides. Assignments will include instructions on standards and objectives for inspection and documentation. Employees are expected to utilize their best judgement when interpreting guidelines and applying them to the program activities.

**Complexity:**

Compliance Specialists are expected to utilize experienced judgement and ability to develop new methods to solve a broad variety of problems. Often complex problems evolve from the lack of guidelines associated with livestock trespass, fencing problems, and environmental requirements. Range units are comprised of individually-owned and Tribal Indian agricultural lands. Grazing seasons vary according to geographic location and from seasonal to annual grazing. Operator Management Plans or livestock enterprises are diverse, for example, purebred breeding herds, feeder steer, cow-weaner calf, cow-calf, cow-yearling, and registered horse husbandry.

**Scope and Effect:**

The purpose of the work is to assist with planning and coordinating the annual work plan of the Grazing and Range Resources Program and to assist with completing the standards and objectives in the annual work plan. The annual work plan assures that the Northern Cheyenne Tribal and Indian landowners' agricultural lands are being administered, managed, and inspected to federal and Tribal standards for range conservation and livestock management. Anticipated results are sustained yields and income from the Grazing and Range Resources Program.

**Personal Contacts:**

Contacts are with Tribal staff, Bureau of Indian Affairs and Rocky Mountain Regional personnel, landowners, permittees, Northern Cheyenne Tribal employees, and federal, State and county officials and employees. The purpose of contacts is to receive and exchange information, provide technical assistance and information, and to clarify disputes and to solve problems.

**Physical Demands:**

The work is sedentary in nature, although substantial time must be spent in the field performing inspections, evaluations and investigations. Additional travel demands are required to attend trainings and meetings. Walking, bending, riding horseback and extended travel and motor vehicle operating times are routine throughout the year.

**Work Environment:**

The work environment is a combination of office and fieldwork. The fieldwork involves driving in extreme weather conditions such as heat or cold temperatures and exposure to high winds, snow, rain, or hail. The incumbent can determine when weather conditions exist for unsafe and/or hazardous range unit travel. The incumbent must have a valid driver's license and be able to operate vehicles, ride horses and operate equipment that may be required to complete field inspections and to assure compliance for permit requirements, standards and objectives.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position(s) will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Performs assigned duties.
- Prepares, submits and maintains accurate and timely records and reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Adheres to Tribal Personnel Policies and "Chain of Command."
- Establishes and maintains effective working relationships with other staff.
- Must agree to and sign waiver for pre-employment drug testing.
- Indian preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.
- Other duties as assigned
- **UNDER NO CIRCUMSTANCES WILL INCOMPLETE APPLICATIONS BE CONSIDERED. ALL PAPERWORK MUST BE BROUGHT/SENT TO THE NORTHERN CHEYENNE HUMAN RESOURCES OFFICE.**

### **Education and Experience**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to the following:

- Must be 18 years or older.
- Must know how to ride a horse and operate a horse trailer.
- Must have knowledge to operate an ATV and UTV.
- Must have or obtain a Valid Montana State driver's license within ninety (90) days of hire and be insurable.

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