



Hoplend Band of Pomo Indians
Job Announcement
Open until filled

Position: **GAMING COMMISSIONER** (32 hours/week appointments)
Appointed By: Hopland Tribal Council
Reports To: Chairperson, Hopland Gaming Commission
Rate of Pay: Tribal Wage Scale

POSITION SUMMARY: The Hopland Gaming Commission, a Tribal designated gaming regulatory agency that is responsible for ensuring that all gaming activities within the Tribe's jurisdiction are conducted in conformance with the HBPI Gaming Regulatory Ordinance, the Tribal State Compact between the HBPI and the State of California, and the federal Indian Gaming Regulatory Act. Under the day-to-day supervision of the Chairperson of the Commission, the commissioner shall observe high standards of conduct so that the integrity, impartiality and independence of the gaming regulatory agency are preserved and shall act at all times in a manner that promotes public confidence in Tribal government and the gaming industry.

ESSENTIAL FUNCTIONS: The Commission shall exercise all powers necessary to regulate Class I, II and III gaming on the Hopland Reservation land, including but not limited to the following:

1. Inspect, examine and monitor Gaming Activities, including the power to demand access to and inspect, examine, photocopy and audit all papers, books and records, respecting such Gaming Activities;
2. Investigate any suspicion of wrongdoing in connection with any Gaming Activities;
3. Conduct, or cause to be conducted, such investigations as may be necessary to determine in connection with any Gaming Activities, compliance with law or this Ordinance or any contracts, agreements, goods, services, events, incidents, or other matters related to gaming Activities;
4. Conduct, or cause to be conducted, background investigations regarding any person in any way connected with any Gaming Activities and issue licenses to, at minimum, all Key Employees and Primary Management Officials according to requirements at least as stringent as those in 25 C.F.R. parts 556 and 558;
5. Hold such hearings, sit and act at such times and places, summon persons on the Reservation to attend and testify at such hearings, take such testimony, and receive such evidence as the Gaming Commission deems relevant in fulfilling its duties;
6. Administer oaths or affirmations to witnesses appearing before the Gaming Commission;
7. Implement and administer a system for investigating, licensing and monitoring employees and others connected with Gaming Activities, including the issuance of licenses to gaming facilities, individuals and entities as required under this Ordinance and IGRA;
8. Hear patron complaints against the gaming establishment, in accordance with the procedures established within the Hopland Gaming Ordinance;
9. Subject to the appropriation of funds by the Tribal Council, adopt a budget to finance the operations of the Gaming Commission including but not limited to the employment of such staff and support services as reasonably required to fulfill its responsibilities under this Ordinance; compensation of such employees shall be limited to that which is comparable to compensation paid to persons performing similar duties in other governmental gaming regulatory agencies;
10. To the extent required, comply with any reporting requirements established under a tribal-state compact to which the Tribe is a party and other applicable law, including the IGRA;

11. Promulgate and issue such regulations as it deems appropriate, in order to implement and enforce the provisions of the Hopland Gaming Ordinance including, but not limited to, adopting rules of procedure governing how its meetings will be conducted;
12. Promulgate regulations establishing minimum standards for the operation of any Gaming Activities conducted on the Reservation including but not limited to auditing, internal fiscal controls, technical standards for electronic gaming and describing and establishing rules for each Class II or Class III game authorized to be conducted on the Reservation, and no form of such gaming may be conducted on the Reservation without the prior approval of the Gaming Commission;
13. Carry out such other duties with respect to Gaming Activities on the Reservation as the Tribal Council shall direct from time to time by amendment to the Hopland Gaming Ordinance or adoption of a written policy resolution;
14. Levy a tax or fee on Gaming Activities and applicants for gaming licenses to cover the cost of conducting background investigations, issuing gaming licenses to persons engaged or wishing to engage in Gaming Activities and the Reservation, and funding the operation of the Commission; and
15. Levy fines for violations of the Hopland Gaming Ordinance or the Gaming Commissions regulations.
16. Duties, responsibilities, requirements and expectations pertaining to this job are subject to change as permitted by the Hopland Gaming Ordinance.

REQUIREMENTS/QUALIFICATIONS

Education and Experience: Any combination of education and experience that would demonstrate possession of the knowledge and ability listed above. Three (3) to Five (5) years related experience in a comparable position, preferably in a Gaming environment. Minimum of a High School Diploma, HSED, or GED is required. Additional education beyond High School, Military and job related experience is preferred.

Licenses and Certifications: Valid California Class C Drivers License and be insurable for auto insurance;

Additional Requirements: Must be a Tribal member of the Hopland Band of Pomo Indians; must be at least 21 years old; able to pass a background investigation and meet the background requirements of a management contractor under IGRA; ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government/gaming regulations; ability to apply statistical concepts, define problems, collect data, establish facts and draw valid conclusions; ability to manage multiple tasks and meet deadlines; maintain confidentiality at all times; actively involved in the community and understanding of the Native American Culture; and ability and willingness to attend additional training and travel.

Other Qualifications – Must have sufficient technical knowledge of electronic gaming devices and associated hardware/ software to recognize deviations from established technical specifications upon inspection; knowledgeable of the Tribal-State Compact, NIGC MICS, Hopland Band of Tribal Indians MICS, the Hopland Gaming Commission Regulations and all other related gaming regulations as well as all aspects of the casino operations; proficient in Microsoft Office Suite: Word, Excel, Power Point, and Outlook.

Language Skills – Should have excellent writing, oral and interpersonal communication skills and an intuitive listener; including conflict resolution; ability to interact with the public, fellow employees, tribal enterprises, and county/state agencies demonstrating respect, tact, courtesy, objectivity, maturity to develop and effective and cooperative working relationship; ability to prepare clear and concise reports, correspondence, policies and other written materials; exercising sound independent judgment within general policy guidelines; Familiarity with community development principals and tools that strengthen community participation;



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Mathematical Skills - Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability - Ability to apply common sense understanding during normal and stressful conditions.

Physical/Work Environment 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast paced work environment and effectively deal with clients, health professionals, employees, and others. Is regularly required to sit, stand, walk and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. Intermittently, operates standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; able to attend various meetings and workshops or act as a facilitator. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the essential functions of this position the employee is occasionally exposed to outdoor weather conditions and required to move about the casino floor and exposed to a non-smoke free environment.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.

To Apply:

Mail your completed employment application and copy of your resume to:

HBPI - Human Resources Department
3000 Shanel Road
Hopland, CA 95449

Apply in Person: You can also submit your application in person to the Human Resources office located at 3000 Shanel Road, Hopland, California. The office is open from 9:00 a.m. to 4:00 p.m., Monday through Friday.

Other Ways to Get Position Listings and Applications: If you need a hard copy of an application mailed to you, please call 707.472-2100.