

JOB ANNOUNCEMENT



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



Title: Site Monitor

Requisition Num.: 007-2025

Open Date: 02/07/2025

Closing Date: Until Filled

Department: Cultural Services

Classification: Part-Time / Non-Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the direct Supervision of the Cultural Resources Manager, the Site Monitor is responsible for the prevention, collection, and on-site monitoring of excavations and work areas on Tribal lands. This classification is casual employment. This position will conduct business in a professional and cordial manner that will uphold the integrity and reputation of the Rincon Tribal Government. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Ability to identify archaeological deposits and potential areas of impact, and work with cultural resource teams to preserve and protect native burials and significant finds.
- Work collaboratively to carefully observe and identify potential significant archaeological finds, human remains and prevent destruction.
- Prevent archaeological artifact loss and insensitive desecration of Native American remains in site work areas or during excavations.
- Examine and identify archaeological finds and assess their significance; carry out a treatment plan.
- Work with Tribal employees, local law enforcement officials, and Native American agencies during excavations.
- Collaborate with cultural department and museums in relation to archaeological database.
- Collect on-site data and information in relation to excavation or archaeological finds.
- Attend conferences and technical related training as directed.
- Completes administrative tasks correctly and on time while demonstrating accuracy and thoroughness.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

JOB RESPONSIBILITIES CONT'D

- Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- The employee must be able to handle frequent interruptions and must also multitask and interact with a wide variety of people on various and, at times, complicated issues.

OTHER DUTIES

- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Attends required meetings and training.
- Ability to multi-task while maintaining vigilant attention to detail.
- Other duties may be assigned at the discretion of the Cultural Manager or designee to fulfill the government's needs, objectives and/or goals.

JOB QUALIFICATIONS

- Must be able to represent the Rincon Tribal Government effectively and professionally in a public venue.

Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- One (1) to two (2) years of related work experience in site monitoring or archaeological work is highly preferred.
- Must be 21 years of age or older.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

Work-Related Knowledge:

- Ability to read topographical maps and locate future inclusion.
- Knowledge of federal health codes.
- Knowledge of Native American sites, cultures, religion, ceremony and burial practices.
- Knowledge of techniques used to collect on-site data.

Selection Process:

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms, but may be attached.

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Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefit include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long Term Disability: \$100,000 employer paid Life Insurance and Long Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
