



Rincon Band of Luiseno 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



JOB ANNOUNCEMENT

Title: Backgrounds Supervisor

Requisition Num.: 033-2025

Open Date: 09/22/2025

Closing Date: Until Filled

Department: Gaming

Classification: Full-Time/Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the supervision and direction of the Backgrounds Manager, this position helps facilitate and aid in the direct supervision of Background Investigator and Licensing Specialist staff. Ensure all Manager given tasks and duties are conducted in a timely manner and follow the standards for the Rincon Tribal Gaming Commission (RTGC) as well as National Indian Gaming Commission (NIGC). In the absence of the Backgrounds Manager, the Backgrounds Supervisor will assume the responsibility in management and activities of the department. In the absence of the Background Manager, the Background Supervisor will report to the Executive Director of Rincon Tribal Gaming Commission (RTGC). Including but not limited to delegating tasks, attending, and leading meetings, resolving issues with applicants, vendors, or staff.

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.

- Ensure gaming license applications are complete and confirm/clarify gaps in employment and residences, confirm contact information and assist prospective gaming operation employees with the completion of the gaming license application. Verify applicant has signed all release forms.
- Complete a comprehensive report compiling all investigative material in a clear and concise manner. Make gaming license suitability recommendations and submit the report to the Backgrounds Manager for review/approval.
- Testify and/or present evidence at gaming license hearings regarding any sanctions imposed by the Rincon Tribal Gaming Commission.
- Conduct background investigations to determine compliance with NIGC, Secretarial Procedures, RTGC regulations, and policies and procedures.
- Conducts electronic searches, which may include criminal and investigative record checks of the FBI database through NIGC, banking and credit history, court records, Federal, State, and local law enforcement agencies.
- Provide mentorship to Background Investigator I/II.
- Conduct background investigations of vendors and management personnel.
- Ensure vendor licensing compliance by tracking vendor licensing status, send electronic renewal applications and receipt of all necessary materials for approval.
- Oversee compliance with the Secretarial Procedures.
- Oversee the registration of all Junket Vendors.

Ensure all assigned gaming license applicant files are completed in a timely manner by Background Investigator I/II to meet NIGC deadlines and

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into 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.

JOB RESPONSIBILITIES CONT'D

- requirements. If further action is needed will discuss the action plan with the Backgrounds Manager.
- Monitor legal compliance with federal, state, and gaming laws.
- Foster and maintain productive working relationships with gaming operation personnel.
- Assist the Background Manager in preparation of schedules and delegation of work to ensure proper departmental coverage.
- Administer all departmental employee new hire training.
- Conduct and complete performance evaluations for departmental staff.
- Inform and update the Backgrounds Manager regarding all situations and activities with the Background Department, including personnel issues.
- Maintain high level of discipline and morale in pursuit of departmental goals.
- Provide gaming operation applicant suitability recommendations regarding criminal charges that are infractions, misdemeanors, and felonies. Interview applicants to confirm, verify or rule-out criminal or other questionable information conflicting with the applicable rules and regulations.
- Testify and/or present evidence at gaming commission hearings.
- Attend meetings and trainings as required by the Backgrounds Manager.
- Supervise Background department staff in the absence of the Background Manager.
- Prepare statistical reports for the Executive Director as requested.
- Ability to exercise attention to detail and have excellent judgement and problem-solving skills.
- Must be a team player with strong multi-tasking skills, time management and ability to accommodate a flexible work schedule based on the needs of the department.
- Superior customer service skills, professional client-centered manner that will uphold the integrity of the Gaming Commission.
- Work closely with Commission Department Managers and provide administrative support when appropriate.
- Ability to manage all confidential and proprietary information in accordance with Gaming Commission policies and procedures.
- Prioritizes and plans work activities; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- Ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.
- Proficient with Microsoft products (Word, Excel, etc.), internet software appropriate storage of electronic files and operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment, use/storage maintenance of multiple usernames and passwords and computer related problems, problem solving skills through the use of available training and helpdesk.
- 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.
- There are multiple responsibilities governed by compliance regulations associated with this position and the employee may be required to work overtime as directed by the Background Manager when necessary to reach goals.
- The employee must be able to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to manage delays or unexpected events and use reason when dealing with challenging topics.

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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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 Rincon Tribal Government and Rincon Tribal Gaming Commission policies and procedures
- Ability to multi-task while maintaining vigilant attention to detail.
- Building strong working relationships and adjusting to how individuals' function and react.
- Other duties may be assigned at the discretion of the Background Manager or designee to fulfill the government's and RTGC's needs, objectives and/or goals.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

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

Education/Experience and/or Training:

- Must be 21 years of age.
- 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.
- A minimum of five years' related experience conducting background-related investigations preferably with a regulatory agency.
- Associate's degree preferred. An equivalent combination of experience and/or training may substitute for college education.
- Completion of Gaming Commission Certification Training.
- Completion of internal Background Investigator testing requirements.
- Ability to objectively coach employees and management through complex, difficult, and emotional issues.
- The ability to research and analyze various different types of data information.
- Bilingual preferred (Spanish).
- Excellent communication skills, written and oral; comfortable communicating key data, including presentations to senior management and the Rincon Business Committee and the Tribal Gaming Commission.

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.
- Ability to pass an extensive background check and obtain a Gaming License.
- Must be willing to sign a Non-disclosure and Confidentiality Agreement upon employment..

Work-Related Knowledge:

- Working knowledge of the Secretarial Procedures, Tribal Gaming Ordinances policies and procedures, NIGC Regulations, State and local laws that pertain to the establishment.
- Gaming operation policies and procedures and commission policies and procedures.
- Knowledge of current laws pertaining to regulatory issues surrounding Indian Gaming and Fair Credit Act.
- Knowledge of current methods of background investigative techniques.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits 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
