



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: Background Lead

Requisition Num.: 003-2026

Open Date: 01/07/2026

Closing Date: Until Filled

Department: Gaming

Classification: Full-Time/ Non- Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: The Background Lead provides advanced technical support, guidance, and quality assurance within the Backgrounds Department of the Rincon Tribal Gaming Commission (RTGC). This position serves as a subject-matter resource and lead investigator, assisting with complex background investigations, file review, and compliance activities while maintaining strict confidentiality and adherence to gaming regulatory standards. This role will follow the standards of the Rincon Tribal Gaming Commission (RTGC) as well as National Indian Gaming Commission (NIGC).

The Background Lead does not exercise supervisory authority and does not make final determinations regarding licensing, suitability, or sanctions. This position works under the direction of the Background Manager and elevates concerns, discrepancies, and risks as appropriate.

In the absence of the Background Manager, the Background Lead may coordinate day-to-day departmental activities to ensure continuity of operations. This responsibility is limited to maintaining workflow, tracking case progress, and serving as a point of contact for operational matters.

The Background Lead does not exercise supervisory or managerial authority and may not make final decisions related to licensing, suitability, sanctions, discipline, or personnel actions. Any decisions requiring managerial authority must be elevated to the Executive Director of the Gaming Commission or other designated authority.

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.

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

- Testify and/or present evidence at gaming license hearings and/or gaming commission hearings regarding any sanctions imposed by the Rincon Tribal Gaming Commission.
- Conduct and assist with comprehensive background investigations to determine compliance with NIGC, Secretarial Procedures, RTGC regulations, and policies and procedures. Reviews investigative files for completeness, accuracy, consistency.
- 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.
- Serves as a technical resource for Background Investigators by providing guidance on procedures, documentation requirements, and investigative standards.
- Assist with onboarding and informal training of new investigators.
- Help ensure consistency in investigative practices and documentation across the department.
- Acts as the point of escalation for investigators when questions or issues arise that require clarification.
- 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 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.
- Maintain high level of discipline and morale in pursuit of departmental goals.
- Inform and update the Backgrounds Manager regarding all situations and activities with the Background Department, including personnel issues.
- 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.
- 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.
- Ability to manage all confidential and proprietary information in accordance with Rincon Tribal Government and Gaming Commission policies and procedures.
- Ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.

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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JOB RESPONSIBILITIES CONT'D

- 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.

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.

SUPERVISION ADMINISTERED

This position *typically does not require* the supervision of the Background Investigators and the Licensing Specialist.

This position provides technical guidance and serves as a lead resource to Background Investigators and Licensing Specialist by:

- Assisting with prioritization of assigned cases as directed by the Background Manager
- Answering procedural and documentation questions
- Reviewing work for completeness and accuracy prior to management review
- Identifying training needs or performance concerns and elevating them to the Background Manager.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the Rincon Tribal Government 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.
- Associate's degree preferred. An equivalent combination of experience and/or training may substitute for college education.
- 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.
- Minimum of two years of experience within the Rincon Tribal Gaming Commission (RTGC) or in a comparable setting.
- Demonstrated knowledge of gaming license processes, background investigations, and compliance requirements.
- Strong organizational, mentoring, and communication skills

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
