TERO NEWS!

The Big Pine Paiute Tribe TERO Commissioners are looking for Big Pine Tribal Members who are interested in helping with the commodity distribution each month. This person will help with bagging produce, distributing, and carrying boxes of food to participants vehicles. Each person will be paid a flat $100 for about 4 hours of work. Two people will be selected from the TERO skills bank each month to work.

If you are interested please come in and fill out a TERO application. If you have any questions please contact the Tribal Office at (760) 938-2003.
Peace for All at Holiday Time

The days may be short, but we find warmth and light in many places this time of year. As people prepare for the Christmas, New Year's and other days of celebration, there is optimism and anticipation in the air.

Take a minute to think of the well-being of our beautiful valley and blue planet while wishing others well. There are ways to meet those holiday demands and do so in a way that reduces the burden to the earth. Look around and take note of the things that result in needless waste or excess "stuff," and choose wisely. Maybe there’s something you do that you’ve always done, that may be a “habit” worth changing this year! Here are some earth-friendly holiday ideas: Look for purchases that make a positive impact in some way (such as items locally-made or which come without excessive packaging or a ride on an airplane); rethink decorations, greeting cards, and gift wrap; de-clutter when it comes to decorations; donate items to thrift stores; and consider giving a donation to a local charity as a gift in honor of someone special. Recruit the kids and have them give input on ways to enjoy the shift in focus to quality time and not quantity stuff.

Annual Tribal EPA Environmental Conference News

Alan Bacock Recognized with Conner Byestewa Jr. Environmental Award

The hard work of Tribal Water Program Coordinator Alan Bacock was recognized and appreciated at the 2019 Tribal EPA conference banquet. Alan, a Big Pine Paiute Tribal member, began working for the Tribe in 1998, and he has accomplished many things to improve the environment on and off the Reservation. He works at the local, regional, state, national, and international levels on problems that matter. He has brought many good things to Big Pine which make life better and which bolster Tribal sovereignty.

There were two other award recipients this year, from Arizona and Nevada. This is a sign that a lot of people are out there working on behalf of the environment. So often it seems like we fight against impossible odds with minimal appreciations, but the work is truly important.

Conference Keynote Speaker Xiuhztecatl Martinez (Google him!)

It is said that this young man who grew up in Boulder, Colorado, has never cut his hair. To some that fact signals an interesting person, and indeed he is. At the age of 6, Xiuhztecatl began speaking out against pollution and climate change. He went to the United Nations (UN) Summit in Rio de Janeiro and addressed the UN General Assembly in New York City. He has worked in Colorado to get pesticides out of parks, coal ash contained, and moratoriums on fracking. He is a lead plaintiff in a youth-led lawsuit against the federal government for their failure to protect the atmosphere for future generations. Now 19 years old, he’s a hip-hop artist fighting for environmental justice through his music, and he’s the Earth Guardians Youth Director.

Xiuhztecatl Martinez’s father is an indigenous activist from Mexico; his parents have worked to keep strong the kids’ ties to their culture.
AN INTERVIEW WITH THE TRIBE'S RECYCLING GUY!

Greg Spratt has been serving the Tribe as Solid Waste Technician for a year! He has done a great job making sure recyclables throughout the Reservation are managed, and he’s happy to assist with things you wonder about, like “What do I do with this broken lawnmower?” In this short interview, we check in with Greg:

**How is the community as a whole doing as far as recycling?**

I would like to thank all the local recyclers here on the Big Pine Reservation. You are doing a great job putting out those recyclables in a visible spot so I can collect them every Tuesday morning. Many households recycle, and the offices do too.

Is there any advice you can give people on how to be better recyclers?

Well first of all our mission is to keep recyclable items out of the landfills. This is just part of a larger effort to reduce, reuse, and recycle. My advice for being a better recycler is to NEVER put contaminated items in a recycling bin. Having dirt, old food, grease, liquids, and sticky stuff in or on an item which is otherwise recyclable IS A PROBLEM. There are some recycling companies that send recyclables to the landfill due to their messy condition. So, let’s do our part and BEFORE PUTTING ITEMS IN YOUR RECYCLE BIN: Please rinse out and dry milk cartons, bottles, jars and plastic shell containers so we don’t get any cross contaminations. Same goes for paper plates and messy pizza boxes: if the paper is full of grease or food the paper is not recyclable. I like it when people cut off and recycle the clean top of the cardboard pizza box! Throw the greasy bottom half in the trash. Grease, food, glue, and other contaminants make the paper products not recyclable. So, I gladly appreciate when residents rinse out and dry your containers!

The bin on the left is messy with milk residue, contaminated cardboard, un*rinsed cans, and fluids still inside containers. The bin on the right is tidy with rinsed and dry items!

Can you remind us of the things you collect?

Yes, Please Recycle These Items (see also http://bigpinepaiute.org/environmental.html and click on “Solid Waste.”)

**Paper and Cardboard:** Newspapers — Brown Paper Bags — Corrugated Cardboard (remove plastic wrappers and flatten) — Paperboard (examples are cereal and shoe boxes: remove plastic liner) — Milk Cartons and Drink Boxes — Magazines and Catalogs — Phone Books — Printing and Writing Paper — Mail (most envelopes with windows and labels are ok, but non-paper items should be removed) — Other Paper (things like pamphlets, brochures, file folders, card stock, etc.)

**Plastic:** #1(PETE) Plastic Bottles (includes soda, water, etc., and also most clear “clamshell” containers) — #2(HDPE) Plastic (includes milk, water, juices, liquid detergent, shampoo, etc., but please no hazardous material containers) — We cannot accept other plastic (#3, #4, #5, #6, #7) Sometimes, though #7 plastics do say “CA CRV” on them; if you see this, it’s OK to recycle.

**Cans and Metal:** Aluminum Cans — Steel/Tin Cans (including empty non-hazardous aerosol cans) are OK.

**Glass:** Food and Beverage Bottles and Jars (any color!)

You can recycle many other things too, like mattresses, appliances and electronics: Call me if you have a question about something.

What have you learned about our modern waste stream that you didn’t know before?

This being my first year with the Environmental Department I’ve learned a lot about recycling, but not just recycling. I’ve learned about food waste and how it contributes to air pollution when it is sent to landfills. Food rots in the landfill and makes a gas called methane, which is very harmful to breathe and is flammable. So, this is one reason I now push the issue of composting kitchen waste and it’s something I started to do at my home. Recycling is good, but even better is to really reduce our waste output.
Federal Government’s Demand for Scientific Transparency May Allow for More Pollution

WHAT TYPES OF AIR QUALITY RESEARCH MAY BE USED IN THE FUTURE?

BY CINDY DURISCOE, AIR PROGRAM COORDINATOR

The Trump Administration’s latest attempt to loosen air quality restrictions and regulations comes in the form of significantly limiting the scientific and medical research that the government can use to determine public health regulations. A November 11, 2019, New York Times article by Lisa Friedman (https://www.nytimes.com/2019/11/11/climate/epa-science-trump.html) says scientists and physicians oppose the new rule on the grounds that it would undermine the scientific underpinnings of government policy-making. The new rule they are talking about is titled “Strengthening Transparency in Regulatory Science”. It would require that scientists disclose all of their raw data, including confidential medical records, before the EPA could consider an academic study’s conclusions. EPA officials called the plan a step toward transparency and said the disclosure of raw data would allow conclusions to be evaluated by the public and stakeholders.

The article explains that this “measure will make it much more difficult to enact new clean air and water rules because many studies detailing the links between pollution and disease rely on personal health information gathered under certain confidentiality agreements. ‘This means the EPA can justify rolling back rules or failing to update rules based on the best information to protect public health and the environment, which means more dirty air and more premature deaths,’ said Paul Billings, senior vice president for advocacy at the American Lung Association. Public health experts are concerned that studies which have been used for decades — to show, for example, that mercury from power plants impairs brain development, or that lead in paint dust is tied to behavioral disorders in children — might be inadmissible when existing regulations come up for renewal.” One of the most comprehensive studies done at Harvard University in 1993 showed a clear link between polluted air and premature deaths. This study helped inform the nation’s air quality laws, but under the new policy, its findings could become inadmissible. When they were gathering data for this study, scientists signed confidentiality agreements to track the private medical and occupational histories of more than 22,000 people. “They combined that personal data with home air-quality data to study the link between chronic exposure to air pollution and mortality.”

“The fossil fuel industry and some Republican lawmakers have long criticized the analysis and a similar study by the American Cancer Society, saying the underlying data sets of both were never made public, preventing independent analysis of the conclusions.” This is an example of the administration taking aim at public health studies conducted outside the government that could justify tightening regulations on smog in the air, mercury in water, lead in paint and other potential threats to human health.

Furthermore, the new proposal would apply retroactively. EPA would be permitted to revisit studies which were used to set current pollution levels, and if data used in those studies did not meet a definition of “transparent,” the EPA Administrator, who is a political appointee, would have discretion to ignore some significant research and results in setting pollution standards. An “EPA memo viewed by The New York Times showed that the agency had considered, but ultimately rejected, an option that might have allowed foundational studies like the Harvard University study to continue to be used.” Basically, they are using the argument that if the EPA is to consider pollution research when rulemaking all data needs to be made public. Is this strengthening transparency or another tactic this Administration is using to justify loosening pollution restrictions no matter the impact on human health?
Used Motor Oil Disposal

Many of us on the Reservation drive vehicles to go to work, school and do miscellaneous errands. Having a vehicle means that we need to maintain it in order for the vehicle to run well, and one of the regular tasks needed is to change your oil regularly. If you are changing your oil at home, please dispose of it properly. Improper disposal of oil can lead to pollution of our water and we all know how important it is to keep water clean.

Did you know that used oil from a single oil change can pollute up to one million gallons of freshwater? The EPA estimates that American households generate 193 million gallons of used oil every year and improperly dump the equivalent of 17 Exxon Valdez oil spills every year. Let’s not be a part of that problem!

Never dump motor oil on the ground or into a ditch. Instead, take it to a certified used oil collection center like O’Reilly’s Auto or Steve’s Auto. The Big Pine Transfer Station and Sunland Landfill will also take it. Make sure to collect all used motor oil in containers with tight fitting lids. Do not mix waste oil with gasoline, solvents, or other engine fluids. This contaminates the oil, which may otherwise be reused, and may form a more hazardous chemical.

Clean Water Act Under Attack Once More

Over the last 2 years there has been an attempt to reduce the kinds of water protected by the Clean Water Act and the Tribe has been very concerned about the negative impacts that would result from those reductions (for more information check out the April 2019 Tribal Newsletter). In addition to those attacks on the Clean Water Act, in mid-October the Tribe commented on another attempt to reduce the effectiveness of the Clean Water Act by limiting the Tribe’s ability to make decisions on impacts to waters within the Reservation.

The US Environmental Protection Agency (EPA) has important roles to play under the Clean Water Act to protect the quality of tribal water; however, EPA has recently taken a variety of actions to limit the protection of water quality and instead allow more water pollution to occur. The Tribe is concerned by EPA’s most recent action to significantly limit how and to what extent the Clean Water Act Section 401 certification process may be used to protect our waters from pollution discharged by federally permitted projects.

Big Pine is one of 62 Tribes across the country which has been approved to provide water quality certifications under Section 401 of the Clean Water Act. In order to be approved the Tribe had to go through an arduous process called Treatment in a Similar Manner as a State to prove its capability to determine water quality decisions on the Big Pine Indian Reservation. The proposed revisions to Section 401 have a couple of issues with a primary concern of disregarding Tribal denials, limitations or conditions by allowing federal agencies the ability to overturn tribal decisions. This approach disregards both our sovereignty and the authority that EPA has delegated to the Tribe by making the Tribal review and appeal procedures meaningless.

Articles by Alan Bacock, Water Program Coordinator
Novel Ways of Protecting What Matters? Or..... Simply Returning to Our Roots?

By Sally Manning, Environmental Director

What if the plants, birds, rocks, and creeks could talk? Would they start crying out about the way they have been ignored (with regard to what they “think” of things), or worse, abused and trampled in western society’s rush to make a buck? What if they could advocate for themselves? And file lawsuits, demanding justice? Well, Indigenous communities around the world are beginning to exercise sovereignty by amending their constitutions and/or putting laws on their books which recognize the Rights of Nature. Maori peoples granted “legal personhood” to the Whanganui River, and the New Zealand government is paying attention. The White Earth Nation is declaring legal rights for its wild rice, Rights of Manoomin, throughout the Minnesota area, by asserting the rice has always had rights that were never given away. The Yurok Tribe is working to elevate the legal status of their all-important Klamath River in northern California and declaring it a Cultural Riverscape.

In all of the above examples, Indigenous peoples have come to realize how not only the western approach to “law,” but also just about everything Eurocentric, such as language itself, leaves resources and landscapes critical to meaningful human livelihood at a disadvantage. Through strategic thinking and lots of hard work, these tribes are working to give legal standing to vital cultural components which are being desecrated, ignored, or disrespected by today’s society. With the proper legal framework in place, the Yurok, for example, will be able to legally challenge those that pollute the River. Furthermore, they wish to make it illegal to not advocate on behalf of the River as it succumbs to abuses such as climate change.

As the attorney for the White Earth Nation noted during a recent webinar, there was a time not that long ago when people truly understood the consequences of taking too much or fouling vital resources. As the European mindset replaced the traditional, over time, people came to rely on the government to look out for the resources we hold in common, such as water, air, and wildlife. Today we are faced with the reality that our national, state, and local governments may not be doing the best job of protecting resources for the collective good.

So, some tribes are taking matters into their own hands and, against some big odds, trying to alter the course of the western approach to resource management. Certainly the Owens Valley is worthy of protection as a living Cultural Landscape! People were everywhere in the Owens Valley region, and we can learn so much from how they lived and how they responded when conditions changed if we act soon to protect this landscape. It’s time to get to work, because the hour is late and the valley is eroding before our eyes.

Owens Lake Update

The Los Angeles Department of Water and Power (DWP) seems to be on a roll to finish its “Master Project” for Owens Lake (traditionally called Patsiata). One goal of DWP’s project is to maintain or expand habitat for birds at the lake. Other goals include: reducing the amount of water DWP uses on the lake surface, pumping groundwater from beneath the lake in order to use it on the surface for controlling dust, creating areas near the lake to store water (an undertaking called “water banking”), and increasing peoples’ access to recreational opportunities on the lake.

The Environmental Department has been keeping an eye on DWP’s plans. While the project may “sound” good, it comes at a cost. A particular concern is groundwater pumping. Studies to date show very low annual recharge to the aquifers beneath the lake. This means the pumping could have minor to devastating effects on water quantity and quality in the southern part of the valley. Pumping may also result in subsidence, in which the land surface — which is held in place in part by underground water — literally sinks! Other concerns: costs to maintain all the infrastructure and the erasing of any hope the lake will be a real lake any time soon. A question will be: Is the Master Project consistent with maintaining the Public Trust when it comes to resource protection, or is it a betrayal?
Happy holidays everyone!

It’s been a busy fall for the Wellness Center staff. In the first week of November, we all became certified Personal trainers! Thank you to the community for your patience during that week. We also became Exercise & Aging Specialists, and will be using this knowledge to put together fun and engaging programs for our elder community, as well as anyone who wants to work on balance and functional movements.

This training was made possible by working with the Lone Pine and Bishop Wellness Centers, with funding from California Rural Indian Health Board (CRIHB). CRIHB has been very supportive of the Wellness Centers in the area and we appreciate their assistance in helping us to forge a working partnership. Rosalie Fimbres from Bishop and Mariah David from Lone Pine also attended the trainings, which were put on by the Native American Fitness Council. We are hoping to bring this training to the area and get more of our local people certified as Personal Trainers, so stay tuned for more on that.

Unfortunately, we will no longer be offering Yoga on Wednesdays until we find a new instructor. Sabine Elia, who has been with the Wellness Center practically since the doors opened, suffered a health setback in August and is no longer teaching. We wish her a full and speedy recovery.

Pamela Hastings, the Strong by Zumba instructor, has also moved out of the area. We wish Pam the best of luck in her future endeavors.

Bikes are again available for rental, and if you are interested, you will need to sign a new consent form. Parents, forms will need to be completed for your children BEFORE they will be allowed to check out a bike. At this time, we only have the large mountain bikes, but we will hopefully have smaller bikes for youth before the end of the year.

If you have any questions or suggestions, please let us know, we always welcome the community’s input. However, when you are visiting the Wellness Center, please be respectful of staff and each other. Everyone’s wellness is important and it costs nothing to be kind.
WINTER GATHERING

Saturday

December 14, 2019

AMSG 5:00PM

Special visit by Santa

Elders Gift from Big Pine Indian Education Center

Early Birds Welcome

2:00 PM

Come learn to make a Pine needle Medallion or stocking making craft for the kids.

Each Tribal Household will receive a Smart & Final Gift card to purchase Ham. One card per household.
OVCDC Big Pine, Lone Pine, & Bishop TANF presents...

Winter Wellness Camp

January 17-20, 2020
Sierra Adventure Center - Big Pine, CA
Youth Ages 10-17 yrs. Old

The 2020 Winter Wellness Under the Stars will take place at the Sierra Adventure Center in Big Pine, CA on January 17-20, 2020. This year's camp will focus on youth leadership, drug & alcohol awareness, bullying, pregnancy prevention, and boys/girls talking circles while promoting our Cultural Traditions and values. Camp activities encourage youth to become their best versions of themselves and meet new people from the area. Youth will also have the opportunity to participate in recreational activities that will promote healthy active lifestyles and environmental awareness.

Participants must be between the ages of 10-17 yrs. old and be eligible under TANF prevention requirements. Don't know if that's you? Please contact us at the Big Pine TANF Office. All interested participants must complete a camp registration packet and prevention application. Camp registration packets may be picked up at the Big Pine, TANF Clients have priority.

For more information or to sign-up, please call Tashina at the Big Pine TANF Office @ 760.938.3355 or Roxanne at the Community Outreach @ 760.938.3870.

**This is a pregnancy prevention event**
Job Description

POSITION: Fiscal Manager
SUPERVISED BY: Tribal Administrator
PAY RATE: DOE - Negotiable, depending on experience.
STATUS: Exempt, Full-time, 40 hours/week, with benefits

GENERAL STATEMENT OF RESPONSIBILITY: The Fiscal Manager has the overall responsibility for managing the financial records and reporting for the Big Pine Paiute Tribe, and related entities under the umbrella of the Tribe, including related duties, as assigned. This position prepares and makes recommendations to the Tribal Council, and to various commissions and committees, as needed.

JOB DUTIES: Duties will include, but not be limited to the following:
1. Develop budgets for various revenue funds and work with departments to keep track of monthly and annual expenses.
2. Prepare budgetary data for each program/grant.
3. Perform required General Ledger Activities daily to prepare financial reports as requested.
4. Prepare financial documents for each program director/coordinator, including financial close-outs at the end of each month.
5. Manage the fiscal requirements for all income sources.
6. Provide reports to the Tribal Administrator and Tribal Council on all matters pertaining to the Fiscal office, including presentation of periodic financial and operations reports, policy matters, Federal legislation, and rules and guidelines affecting the Fiscal needs and issues of the Tribe.
7. Direct oversight of the following fiscal responsibilities and able to perform these duties when necessary:
   a) Payroll duties:
      • Prepare all time sheets for payroll and;
      • update personnel files
   b) Accounts Payable - prioritize & code billings for payments; process checks
   c) Account Receivable - receive & receipt incoming payments
8. Prepares bank deposits weekly of all incoming revenue (i.e. water/sewer payments, housing, rentals, leases, etc.)
9. Reconcile all monthly Bank Statements for each Bank Account with the General Ledger.
10. Prepare and submit Federal and State tax deposits and quarterly reports
11. Represent the Big Pine Paiute Tribe in dealings with other entities in connection with matters pertinent to fiscal issues and activities.
12. Attend meetings and conferences as a Tribal representative for financial programs, training, and participation in pertinent organizations and programs.
13. Develop and maintain adherence to policies and procedures for an effective and efficient operation of the Fiscal Office and serve as the primary staff point of contact to coordinate annual audits of the Tribe.
14. Responsible for administration of the Fiscal Department including recruitment, training, development and supervision of the staff.

15. Assist with Development of the financial resources required to support eligible Tribal activities, including government grant sources, loan guarantee programs, private sector programs and investment, incentives and all other financial support sources.

16. Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. A minimum of a Bachelor’s degree in Accounting, Business Administration, Public Administration, or the equivalent of a minimum of five (5) years of management experience in fiscal matters.

2. Requires good verbal and written communication skills, computer literacy, knowledge of and experience in accounting and finance with emphasis on public sector policies, practices, and fund accounting.
- Must have the ability to deal tactfully with individuals and fellow administrative staff in a cooperative way for the complete and efficient discharge of the duties of this job.
- The Tribal Council may waive certain educational and/or experience requirements when in their judgment an applicant has qualifications or experience that offsets a deficiency in the other.
- Must abide by Tribal confidentiality agreement.
- Must possess a valid State of California driver’s license and be insurable with Tribe’s insurance carrier.
- Must pass pre-employment and random drug screening.

**PREFERRED QUALIFICATIONS:**

1. At least three years experience in working with federally administered Native American Programs.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Previous experience with proprietary accounting software programs and applications.
- Must have a working knowledge of modern office practices and office machines, be highly computer skilled and have the ability to utilize a 10-key calculator.
- Ability to work independently and with minimal supervision on assigned tasks.
- Must be knowledgeable of general office procedures and filing protocols.
- Excellent organizational skills with strong attention to detail and the ability to complete a variety of tasks while often working under deadlines.
- Must adhere to Tribal Dress Code and Tribal Personnel Policies and Procedures.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing 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 is required to sit for extended periods of time at a desk and in front of a computer screen. Bending and lifting files is also regularly required.

**Deadline to apply:** This position is January 3, 2020 at 5:00 p.m. Application forms are available on the Tribe’s website: www.biggpinepaiute.org or at the Tribal Office, 825 S. Main Street, Big Pine, CA 93513.

For questions or additional information, please contact 760.938.2003 or info@bigpinepaiute.org.

Submit materials outlined below to:

Big Pine Paiute Tribe, P. O. Box 700, Big Pine, CA or in person at 825 S. Main Street, Big Pine

- a completed Big Pine Paiute Tribal Application (required) and TERO application form (if applicable)
- a brief letter describing your interest in the position, including how your skills meet the required job responsibilities (required)
- a résumé (required)

Indian Preference applies to this position pursuant to the Big Pine TERO Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et. Cef.) 25 CFR 271.44

P.O. Box 700 • 825 South Main Street • Big Pine, Ca 93513 • Office No. (760) 938-2003 • Fax No. (760) 938-2042
POSITION: Tribal Administrator
SUPERVISED BY: Tribal Council
PAY RATE: Negotiable, depending on experience.
STATUS: Exempt, Full-time, 40 hours/week, with benefits

GENERAL STATEMENT OF RESPONSIBILITY: To plan, direct and coordinate the overall administrative activities and operation of the Tribe; to provide advice, assistance and staff support to the Tribal Council, exercising independent judgment and initiative; to provide administrative direction to Tribal department heads and staff; and to serve as director for the Personnel, Planning and Finance functions.

JOB DUTIES: Duties will include, but not be limited to the following:
1. Provide effective leadership; coordinate various activities of Tribal Organization.
2. Perform public relations and collaboration with area businesses, Tribal organizations, civic organizations, educational institutions and other organizations to develop quality programs and services that meet the needs and interest of the Tribal community served.
3. Analyze, interpret, summarize, and present administrative, technical information data in an effective manner.
4. Appraise situations and people accurately and quickly adopt an effective course of action.
5. Serve effectively as the administrative agent of the Big Pine Paiute Tribe and Tribal Council.
6. Interviews, hires and trains employees; plans, assigns, directs and supervises work; appraises performance and evaluates staff. This would include carrying out supervisory responsibilities in accordance with the Tribal policies, procedures and applicable Tribal laws.
7. Assume an active role in communicating organizational goals and objectives to all employees and in the creation and maintenance of a strong organizational culture.
8. Represent the organization to the public through attendance at conferences, meetings, social, cultural and community events.
9. And other duties as assigned or delegated to the Tribal Administrator by the Tribal Council.

KNOWLEDGE, SKILLS & ABILITIES:
1. Knowledge of modern Tribal Administrative methods and procedures, organizations and functions.
2. Knowledge of principles of public and business administration through public finance and personnel administration.
3. Knowledge of current social, political and economic trends and operation problems of Tribal Government operations.

Revised Big Pine Paiute Tribe – Tribal Administrator Job Description 12/1/2019
5. Ability to review and evaluate program operations to ensure that grant, program funding and financial obligations is fulfilled. This would include modification of program objectives and activities in order to adjust, allocate, and/or move funds or resources for maximum effectiveness.
6. Ability to compose and submit detailed monthly financial, program and budget reports. This would include funding agency quarter, semi-annual and yearly summaries, reports and amendments.
7. Knowledge of principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
8. Ability to work effectively with the public, demonstrates group presentation skills and the ability to conduct and monitor meetings.
9. Ability to inspire and motivate others to perform well; include staff in planning and decision-making, and facilitation of services provided.
10. Ability to make sound decisions; exhibits accurate judgment; identifies and resolves problems/issues in a timely manner.
11. Ability to set expectations; organize tasks according to priority and time schedules and meet time sensitive schedules and deadlines.
12. Ability to compose, submit and administer proposals and grants for Federal and State funding.

MINIMUM QUALIFICATIONS
1. B.S. Degree in Business related discipline, or equivalent work experience.
2. Five years of progressive experience in an administrative or managerial staff capacity in a Tribal or municipal organization, involving the responsibility for the planning, organization, implementation, and supervision of varied work programs.
4. Basic knowledge of financial software.
5. Must possess a valid California Driver’s License and be insurable under the Big Pine Paiute Tribe’s vehicle insurance.
6. Must pass pre-employment and random drug screening.
7. 

DEADLINE TO APPLY: This position is open until January 3, 2020 at 5:00 p.m. Application forms are available on the Tribe’s website: www.bigginepaiute.org or at the Tribal Office, 825 S. Main Street, Big Pine, CA 93513. For questions or additional information, please contact 760.938.2003 or info@bigpinepaiute.org.

Submit materials outlined below to:
Big Pine Paiute Tribe, P. O. Box 700, Big Pine, CA or in person at 825 S. Main Street, Big Pine
- a completed Big Pine Paiute Tribal Application (required) and TERO application form (if applicable)
- a brief letter describing your interest in the position, including how your skills meet the required job responsibilities (required)
- a résumé (required)

Indian Preference applies to this position pursuant to the Big Pine TERO Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et. Seq.) 25 CFR 271.44

Revised Big Pine Paiute Tribe – Tribal Administrator Job Description 12/1/2019
POSITION: Housekeeper
SUPERVISED BY: Tribal Administrator/Utility Operator
SALARY: $12.00 per hour at eight to ten (8-10) hours per week (occasional additional hours)

POSITION SUMMARY: The housekeeper will be responsible for the regular twice weekly upkeep of the Tribal Administration, Environmental Department, and Elder’s Office buildings, with limited supervision.

RESPONSIBILITIES:
Housekeeper will ensure the cleanliness of floors, bathrooms, rugs, and tabletops. Must be able to manage inventory for cleaning supplies and properly maintain all equipment. Occasional cleaning of other areas may be required.

JOB DUTIES: Duties will include, but not be limited to the following:
1. Provide basic cleaning of all above noted Tribal buildings on a scheduled basis.
2. Vacuum and spot clean carpets and furniture as needed.
3. Wet mop all floors a minimum of once a week.
4. Dispose of all refuse from office canisters and trash bins.
5. Clean and dust all tables, chairs, and windows, including blinds and sills.
6. Clean kitchen area including sink, stove, coffee maker and if needed, refrigerator.
7. Maintain inventory of cleaning supplies and provide re-order requests to Receptionist, as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:
1. Ability to work independently
2. Knowledge of general janitorial practices and procedures
3. Ability to operate basic cleaning tools
4. Must be trustworthy and have the ability to maintain confidentiality
5. Must demonstrate pleasant and amenable personality traits

MINIMUM QUALIFICATIONS:
1. High School graduate or G.E.D equivalent
2. Must be able to lift up to 40 pounds.
3. Must pass pre-employment and random drug/alcohol screening.

PREFERRED QUALIFICATIONS:
1. Previous maintenance and/or office/industrial cleaning experience

Deadline to apply: This position is January 3, 2020 at 5:00 p.m. Application forms are available on the Tribe’s website: www.bigpinepaiute.org or at the Tribal Office, 825 S. Main Street, Big Pine, CA 93513.
For questions or additional information, please contact 760.938.2003 or info@bigpinepaiute.org.

Indian Preference applies to qualified Indian candidates in accordance with the Big Pine Tribal Employment Rights Ordinance and Title 25, U.S. Code, Sections 472 and 473.

P.O. Box 700 825 South Main Street  Big Pine, Ca 93513  Office No. (760) 938-2003  Fax No. (760) 938-2942

061918
Cultural/Language Arts Coordinator

SALARY: $14 - $17 Hr. DOQ  
STATUS: Full-Time, 32 hours per week w/Benefits  
QUALIFICATIONS: High School Diploma or GED  
Must have Valid Driver’s License  
Must be an Insurable Driver  
Able to pass Background Check  
Must obtain CPR and First Aid Certification  
At least 3 years of experience in cultural activity instruction  
SUPERVISOR: BPIEC Director

Description:
Under the direction of the BPIEC Director, the Cultural Coordinator will work directly with BPIEC enrolled students and families; and will assist and work cooperatively with the Director in planning and implementing all Cultural programs and activities for BPIEC students and families. The Cultural Coordinator is expected to be a good role model to students and families.

Duties:

1. Overall planning and implementation of Multi-Cultural components to include (but not limited to): instruction, presentations, guest speakers, traditional values, traditional skills, traditional arts, healthy lifestyle, cultural enrichment and academic enrichment (for identified students).
2. Cultural programming to include daily workshops for the After-School & Evening Programs, 2 family workshops per week, and special events throughout the year.
3. Work closely with BPUSD English and History teachers on student progress and assignments. An average of 3 hours per day in various classrooms.
4. Provide monthly reports on Cultural programming including survey and data collection.
5. Provide an End of Year Report aggregating data, assessing objectives, and setting new goals for the year.
6. Facilitate/coordinate a Paiute Language program.
7. Working as part of the overall BPIEC staffing team to accomplish goals of the Afternoon and Evening Tutoring Programs.
8. Must be willing to fill in spare time with assisting Education Director in other BPIEC activities such as chaperoning group activities and driving van for field trips and other excursions.
9. Based on program needs and available grant money, this position may become 40 hours per week.
10. Other duties as assigned by Supervisor

P.O. Box 700 * 825 South Main Street * Big Pine, CA 93513 * Office: (760) 938-2003 * Fax: (760) 938-2942
HOLIDAY MARKET

OVER 35 BOOTHs - NATIVE AND CHRISTMAS/WINTER GIFTS, STOCKING STUFFERS, LAST MINUTE PRESENTS, HOLIDAY BAKE GOODS

DECEMBER 14TH & 15TH, 2019

2 DAY EVENT
Owens Valley Paiute Shoshone Cultural Center
2300 West Line St. Bishop, CA

SATURDAY 10AM
NATIVE THEMED ORNAMENT CONTEST
CATEGORIES TINY TOT, YOUTH, TEEN, ADULT, ELDER

SATURDAY 2PM
UGLY CHRISTMAS SWEATER CONTEST
CATEGORIES TINY TOT, YOUTH, TEEN, ADULT, ELDER

SUNDAY 11AM-3PM
FAMILY GAMES & CRAFTS
SIMPLE HOLIDAY CRAFT TABLES
FOR ALL AGES
SUPERVISION NEEDED FOR 10 YRS AND UNDER

MUSIC • FOOD SALES • CRAFT BOOTHS • A VISIT FROM SANTA

TABLE RESERVATIONS START NOVEMBER 5TH
1 Day: $15; 2 Days: $25 + RAFFLE ITEM
MUST PAY FEES TO SECURE INSIDE (LIMITED TO ONE TABLE PER BOOTH INSIDE)

ALL QUESTIONS CAN BE DIRECTED TO THE CULTURAL CENTER 760-873-8844
CONSTRUCTION TRADES CERTIFICATE PROGRAM

Start date: January 6th, 2020

OVCDC'S Native American Career Technical Education Program (NACTEP)

- This program is certified through the National Center for Construction Education & Research (NCCER).
- Students must successfully complete all eight modules to receive NCCER's Core Curriculum Certificate.
- These courses will be offered during a 4 week intensive training.
- Open to up to 15 participants.

| BASIC SAFETY: CONSTRUCTION SITE SAFETY ORIENTATION | INTRO TO CONSTRUCTION MATHMATICS | INTRODUCTION TO HAND TOOLS | INTRODUCTION TO POWER TOOLS |
| INTRO TO CONSTRUCTION DRAWINGS | BASIC COMMUNICATION SKILLS | BASIC EMPLOYABILITY SKILLS | INTRO TO MATERIALS HANDLING |

CALL THE OVCDC CAREER EDUCATION OFFICE AT (760) 873-6547 TO GET ADDED TO THE LIST.

*THIS IS A FIRST COME, FIRST SERVE LIST; ALL CANDIDATES MUST BE ELIGIBLE. Email: snelson@ovcdc.com or gjones@ovcdc.com

Eligibility: Must reside in Inyo or Mono Counties, open to all Native American Households. Must have your GED or High School Diploma. Funding provided by DOE-NACTEP.

The National Center for Construction Education & Research (NCCER) is recognized by the construction industry as the training, assessment, certification and career development standard for the construction industry.
### December 2019—Calendar of Events

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**Wellness Camp**
INDIAN GAMING REVENUE SHARING TRUST FUND (IGRSTF)
DISTRIBUTION DEADLINES
(For College, Trade School, Technical School & Certificate Programs)

To be eligible for the IGRSTF Distribution, all students must be enrolled in at least six (6) credits/units or enrolled in an accredited college, trade/technical school or certificate program. The following documents will be accepted as proof of enrollment:

- Most recent quarter/semester grades, Program progress reports, and/or official written verification of current enrollment.
- Submitted documents must show the student’s name & name of college, trade/technical school or certificate program.
- Documents must be submitted to the Big Pine Tribal Office, 825 South Main Street, Big Pine CA by mail, fax, email or in person. Verification of enrollment in a College, Trade/Technical School and/or Certificate Program must be submitted to the Big Pine Tribal Office by the following deadlines.

<table>
<thead>
<tr>
<th>QUARTERS</th>
<th>DEADLINE TO SUBMIT VERIFICATION DOCUMENTS</th>
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<tbody>
<tr>
<td>1st Quarter (January, February, March)</td>
<td>January 31</td>
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<td>2nd Quarter (April, May, June)</td>
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<td>3rd Quarter (July, August, September)</td>
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<td>4th Quarter (October, November, December)</td>
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**Additionally, please be advised that all Residency Verification forms must be submitted thirty (30) days prior to the approval of the gaming revenue list.**

**IMPORTANT: Failure to submit all necessary verification(s) by the above deadlines will affect your eligibility to receive the IGRSTF distribution(s).**

*Updated & Correct Mailing Addresses Needed...*

The Tribe has had an increase in returned mail from the Post Office as undeliverable, including 1099 Misc. Income tax documents, Utility Statements, and community notices sent to Tribal members/households. Please keep the Tribal office apprised of your current/correct mailing address. There is an update form at