

# The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION  
P.O. Box 306  
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT  
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## JOB ANNOUNCEMENT

**TITLE:** TRIBAL POLICY ANALYST

**DEPARTMENT:** FORT HALL BUSINESS COUNCIL

**SALARY:** \$35.16 - \$45.40 G16 – Exec 9 DOE

**OPENS:** November 13, 2023

**CLOSES:** UNTIL FILLED

**CAREER STATUS:** EXEMPT – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

This position will also require a writing sample to be submitted with application.

Candidates who are interviewed may be asked to perform a writing exercise during the interview time.

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### GENERAL PURPOSE:

The Policy Analyst position is a professional, non-supervisory position working directly with the Fort Hall Business Council (hereinafter FHBC). The position will be directly responsible for the analysis of complicated data sets, preparation of position papers and/or policy statements for the FHBC, and ensuring the Tribes' leadership have adequate information to make informed decisions on various areas of Tribal rights and interest. This requires an extensive knowledge of Federal Indian law and policy - including treaty rights. The Policy Analyst must be capable of working collaboratively with all Tribal employees and representatives outside the Tribal government such as legislators, executive level employees, and other State/Federal governmental officials. The Policy Analyst will also be expected to work closely with the Tribes' Federal and State lobbyists and report important legislative updates to the FHBC.

***\* This position requires an employee who can work in high-stress environments. Must maintain high levels of confidentiality. Must have a positive and professional approach. Must have excellent communication skills (verbal and writing), and the ability to articulate on a variety of topics and issues. The Policy Analyst must be able to take constructive criticism, take directive as given, provide problem solving recommendations, and adapt quickly to change.***

The Policy Analyst position will require a professional capable of engaging directly in technical and policy level consultation meetings with Tribal, Federal or State agencies, NGO's, non-profit entities, and any other

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organization with business before the FHBC; including, developing and implementing Tribal consultation protocols for each department. The Policy Analyst will also manage the Tribes' lobbying contracts to ensure the Shoshone-Bannock Tribes' issues are adequately addressed through legislation at the Federal and/or State level; including travel to support those legislative efforts. This is a key position responsible for effective development, implementation, and administration of any policies, Federal or State, impacting the Shoshone-Bannock Tribes.

Numerous Federal and State agencies have a trust and legal responsibility to formally consult with the Shoshone-Bannock Tribes on any actions that may affect, impact, and/or concern the Tribes' rights and resources, i.e., environmental, health, social, economic, and political issues both on and off the Fort Hall Reservation.

### **SUPERVISION:**

The Policy Analyst shall be supervised by the FHBC. This is a professional, non-managerial position. This position is exempt from the Tribes' Personnel Policies and Procedures Manual regarding overtime compensation, "Exempt Employee", but will generally be required to work within regular business hours. The Policy Analyst will be evaluated annually by the FHBC.

### **DUTIES AND RESPONSIBILITIES:**

The position will develop and implement Tribal consultation protocols across the Tribal government in collaboration with department level staff and report annually to the FHBC in writing of ongoing consultation processes.

Develop and effectively implement a programmatic system of communication to communicate with Federal and State agencies.

The position will offer technical assistance to any Tribal department engaged in external consultations of any kind.

Conduct and develop policy statements across the entire spectrum of Tribal issues including treaty rights, health and wellness, Medicaid/Medicare and other issues; social issues and concerns, i.e., education, community/economic development, and law enforcement/judicial issues.

Develop presentations for the FHBC when needed.

Work with the entire FHBC to plan who from the Council will be attending trips for advocacy on behalf of the Tribes.

The position will conduct independent research based on credible evidence to evaluate opportunities to improve the Fort Hall Reservation and threats to Tribal interests from any source. The position will be expected to have a strong research background and be able to work within the entire spectrum of Tribal issues.

The position will evaluate agency initiatives, rulemaking processes, and/or other State or Federal agency actions that could impact the Tribes' rights and interests.

Analyzes proposed policies affecting Indian Country.

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Actively engage in the consultation process to protect Tribal inherent rights and treaty rights.

Identify legislative issues at the State and Federal level and coordinate any necessary lobbying and/or any other legislative activity based on the directive of the FHBC. The intent of this duty is to advance the Tribes' legislative priorities, seek restorative justice solutions for the Tribes and to maintain Tribal sovereignty.

The position will be required to serve as the primary point of contact for the Tribes' lobbying firms, and any other consultants employed by the FHBC to provide expertise on specific policy issues.

The position will be expected to engage in significant technical writing on behalf of the FHBC, including but not limited to: grant writing, contract preparation, formal policy statements both internally and externally, consultation guidelines for internal staff, technical comment letters, draft legislation, technical and/or policy memorandum and any other technical support directed by the FHBC.

The FHBC may direct the Policy Analyst to maintain outreach and coordination with non-employee Tribal members who possess specialized knowledge about the Tribes, our culture and/or any relevant information that could help guide the decision-making process for the FHBC.

The Policy Analyst will be required to attend annual, special, and district meetings, as needed/or requested by FHBC. During attendance the Policy Analyst may be directed to present information to the Tribal membership.

The Policy Analyst will work in collaboration with Public Affairs to draft and distribute any informative letters or position statements on matters directed by the FHBC.

Policy Analyst will proactively provide written proposals/recommendations to the FHBC strategizing how to approach larger issues such as PL-280 retrocession efforts.

The Policy Analyst shall be expected to model, both professionally and personally, the highest standards of honesty, ethics, and integrity at all times.

Duties and responsibilities will include other activities and areas as needed to carry out position functions in the best interest of the Tribes.

**PERFORMANCE STANDARDS AND COMPETENCIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Consistent scheduling and coordination of internal and external consultation functions.
- Ability to communicate clearly and concisely, both orally and especially in writing.
- Maintain effective working relationships with job contacts to further Tribal interests.
- Ability to conduct complex policy evaluations for a broad range of topics that affect the Tribes.
- Developing funding applications or legislative appropriation requests based on the priorities of the FHBC.
- General Professionalism: leadership, problem solving, effective communication, intergovernmental relations, networking, fiscal management, human resource management and team building/teamwork.
- Maintaining consistent legislative oversight, including managing lobbyist contracts within budget and consistent with the Tribes' priorities.

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- Developing written responses (policy statements, notices, comment letters, etc.) for any issue prioritized by the FHBC.
- Coordinating with the Tribal Attorneys to conduct adequate legal review of priority issues and concerns, as directed by the FHBC.
- Completion of tasks assigned by the FHBC.

### **QUALIFICATIONS:**

A professional one (1) to two (2) page writing sample will be required to accompany application.

#### **Preferred Qualifications (Grade 17 – Exec 9):**

Doctorate Degree (PhD or Juris Doctor (JD)) in Political Science, Governmental Affairs, Public Administration, Law / Policy or other closely related field from an accredited college; and at least one-year professional work experience.

#### **Minimum Qualifications (Grade 16-17):**

Master's Degree in in the above-mentioned fields or other closely related field from an accredited college; and at least one-year professional work experience.

Knowledge of cultural resource preservation, consultation, and treaty rights protection; including specific knowledge of Tribal history, language and culture.

Professional technical writing and editing skills are required, including the ability to research and evaluated complex data sets on behalf of the Tribal government.

Professional use of all common digital applications (word processing, spreadsheets, presentation, virtual meeting) and can serve as an immediate technical adviser to the FHBC for using new digital platforms for government work.

Extensive knowledge and/or experience related directly to the body of Federal Indian Law, all other applicable Federal/State laws that affect the Tribes, and any administrative processes (such as NEPA/APA) that implement components of Federal or State laws.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

### **IMPORTANT APPLICATION CRITERIA**

**Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.**

A complete application must be submitted to the Shoshone-Bannock Tribes' Personnel Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [www.sbtribes.com](http://www.sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications. **All applicants must submit a writing sample along with other application materials to be considered for this position.**

Applicants who have a current application on file, submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification. Telephone calls are not accepted in place of an employment application or letter of interest.

Preference will be given to Shoshone-Bannock Tribal member applicants who meet the minimum qualifications and provide a copy of Tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.