



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Regulatory Compliance Specialist**
SUPERVISOR: Tribal Operations Administrator
LOCATION: William Wildcat Tribal Center
POST DATE: **July 2, 2025**
CLOSING DATE: **Open until filled**

General Description: The primary responsibility of this position is to ensure that all operations within the specialized agricultural business adhere to tribal and federal regulations. This role involves developing, implementing, and monitoring compliance programs, policies, and procedures to ensure the company's operations, products, and services meet all regulatory requirements. This position requires a strong understanding of the regulatory landscape, including Tribal Ordinances and regulations and federal guidelines. Additionally, this role may involve supporting compliance initiatives across other tribal operations, and departments within the Tribe, as needed; staying updated on regulatory changes that may impact multiple areas of the Tribe's operations; collaborating with various operations and departments to identify potential compliance risks and develop mitigation strategies; and assist with investigations and responding to regulatory inquiries.

Qualifications: Bachelor's degree in Business, Law, Regulatory Affairs, or a related field preferred. 2+ years of experience in regulatory compliance, preferable in highly regulated industry. Strong knowledge of Tribal, local, state, and federal regulations. Excellent analytical, organizational, and communication skills. Ability to work independently and manage multiple projects simultaneously. Strong attention to detail and a commitment to integrity and professionalism.

Salary: Negotiable based on experience.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Regulatory Compliance Specialist

B. DEPARTMENT: Administration

C. SUPERVISOR'S TITLE: Tribal Operations Administrator

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to ensure that all operations across the Lac du Flambeau Band of Lake Superior Chippewa Indians, including but not limited to the specialized agricultural business, gaming, and lending, etc. adhere to Tribal and Federal regulations. This role involves developing, implementing, and monitoring compliance programs, policies, and procedures to ensure the Tribe's operations, products, and services meet all regulatory requirements. This position requires a strong understanding of the regulatory landscape, including Wisconsin specific laws and federal guidelines. Specific responsibilities include but are not limited to the following:

Regulatory Compliance:

1. Develop and implement compliance programs; comprehensive compliance programs, policies and procedures across various departments, including but not limited to:
 - a. Environmental Compliance: Ensure adherence to environmental regulations, such as waste disposal, water quality, and air emissions.
 - b. Health and Safety: Develop and implement health and safety programs to protect employees and visitors.
 - c. Financial Compliance: Ensure adherence to financial regulations, including accounting standards and grant compliance.
 - d. Human Resources Compliance: Ensure compliance with employment laws, including wage and hour, discrimination, and harassment laws.
 - e. IT Compliance: Oversee IT security and data privacy compliance.
2. Stay updated on changes in laws and regulations affecting the Tribe's operations, including those set by the Wisconsin Department of Agriculture, Trade and Consumer Protection, (DATCP), the FDA, and other relevant agencies.
3. Ensure all licenses, permits, and certifications are maintained and renewed as required.
4. Develop and implement enforcement strategies to investigate and address violations of applicable Tribal, State and/or Federal Laws, rules or regulations.
5. Document and maintain accurate records of all compliance related activities and findings.
6. Prepare written reports of investigations and make referrals for prosecution, as appropriate. Serve as technical and factual advisor in the prosecution of compliance violations.
7. Regulate all activities according to the Ordinance, including licensure, enforcement, hearings, investigations, and any intra-and inter-governmental regulatory responsibilities; promulgate regulations and rules furthering the purpose and provisions of the Ordinance.

8. Promulgate, adopt, and enforce regulations and rules furthering the intent and provisions of the Ordinance.

Internal Auditing and Monitoring:

1. Conduct Internal Audits: Conduct regular internal audits to assess compliance with regulations and internal policies and procedures.
2. Identify and Mitigate Risks: Monitor operations to identify potential compliance risks and implement corrective actions.

Documentation and Reporting:

1. Maintain Records: Maintain accurate and up to date records of compliance activities and documentation. Review policies and procedures of licensed operations.
2. Prepare and Submit Reports: Prepare and submit necessary regulatory reports and filings to Tribal, Federal, State, and local agencies.
3. Coordinate with Auditors: Coordinate with external auditors and regulatory agencies during inspections and audits.

Training and Education:

1. Develop and Conduct Training: Develop and deliver compliance training programs to employees across all departments.
2. Promote Compliance Awareness: Promote a culture of compliance through ongoing education and communication.
3. Ensure key personnel identified by licensed industrial operations are apprised of compliance policies, procedures, and regulatory updates.

Risk Management:

1. Identify and assess compliance risks associated with business operations.
2. Develop and implement risk mitigation strategies.

Collaboration:

1. Work closely with legal, operations, quality assurance, and other departments to ensure regulatory compliance.
2. External Relationships: Build and maintain relationships with regulatory agencies and industry experts.

E. POSITION RELATIONSHIPS:

1. **Internal:** Executive Leadership, Legal Department, Finance Department, Human Resources Department, IT Department, Operations Department.
2. **External:** Regulatory Agencies, Industry Associations, Auditors, general public State Legislatures, Towns, and County Boards.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Tribal Administrator

H. EDUCATION: Bachelor's Degree in Business, Law, Regulatory Affairs, or a related field preferred. An equivalent combination of education and experience that demonstrates the ability to perform the key responsibilities of the role will be considered.

I. EXPERIENCE: Two to four years or more experience in regulatory compliance, preferably in a highly regulated industry. Knowledge of Tribal Sovereignty, Codes and Governance.

J. SKILLS:

1. Must have strong knowledge of local, state, and federal regulations, including Wisconsin specific laws.
2. Excellent analytical, organizational, and communication skills.
3. Ability to work independently and manage multiple projects simultaneously.
4. Must be detail oriented with a high level of integrity and professionalism.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work will be primarily office based, requiring computer use and other standard office equipment. Frequent site visits to cultivation facilities, processing plants, or dispensaries will be necessary.
2. **Exposure to Hazards:** Potential exposure to noise, chemicals (pesticides, fertilizers) and biological hazards from machinery, cultivation, and processing environments.
3. **Physical Requirements:** Primarily sitting, with occasional walking or standing. Occasionally lifting up to 25 pounds, such as boxes of documents or equipment.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Regulatory Compliance Specialist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must have and maintain a valid driver's license and be insurable. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

_____ Employee	_____ Date
_____ Previously signed Tribal Administrator	_____ Date

_____ Manager	_____ Date
_____ Previously signed Human Resources Director	_____ Date