

**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Fisheries Habitat Biologist II – Umatilla Habitat Project

SALARY: Pay Range: 9-10
\$43,408.56 to \$86,513.04 per year DOE/DOQ

DEPARTMENT: Department of Natural Resources, Fisheries Program

LOCATION: Nixyaawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package
Exempt

SUPERVISED BY: Umatilla Habitat Project Leader

OPENING DATE: May 1, 2019

CLOSING DATE: May 31, 2019

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

DNR Mission Statement

To protect, restore, and enhance the first foods – water, salmon, deer, cous, and huckleberry – for the perpetual cultural, economic, and sovereign benefit of the CTUIR. We will accomplish this utilizing traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resources policies and regulatory mechanisms.

Fisheries Mission Statement

To provide sustainable harvest opportunities for aquatic species of the First Foods order by protecting, conserving, and restoring native aquatic populations and their habitats.

Fisheries Habitat Project Mission Statement

To protect, enhance, and restore functional floodplain, channel, and watershed processes to provide sustainable and healthy habitat for aquatic species of the First Food order.

GENERAL STATEMENT OF DUTIES

This position will be responsible for assisting the Umatilla Subbasin Project Leader in developing and implementing fish habitat restoration and enhancement projects in the Umatilla River Subbasin by providing technical project support toward achieving project objectives. This position will assist various aspects of restoration project implementation including developing project opportunities, conducting baseline analyses and field surveys, assisting in project development via action plans, completion of environmental compliance requirements, administration, conducting monitoring and evaluation, reporting, multi-agency and private landowner coordination and assistance with project administration and staff supervision.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

- 1. Project Development and Implementation:** Assist in the development, planning, implementation, design, monitoring, maintenance and improvement of fish habitat and watershed enhancement projects to protect and restore floodplain processes and functions and/or restore habitat connectivity on lands within the CTUIR ceded area. Identify needs and deficiencies of existing projects and prioritize accomplishments of tasks designed to improve the efficiency of operations to maximize the overall effectiveness of projects. Identify and prioritize project areas for protection and restoration based on the ecological requirements of associated native fish communities, with emphasis on listed anadromous salmonids of importance to CTUIR interests. Participate in project planning and design processes, environmental compliance and permitting (Tribal, federal, state, county) activities, subcontracting processes and project implementation, including construction inspection. Proactively incorporate; a) developing research information regarding floodplain/riverine processes and native aquatic communities into habitat project planning; b) technologies and methods that improve habitat program efficiency; c) cooperative opportunities with restoration specialists in the immediate area; and d) property owner input to facilitate the progression of cooperative restoration projects to satisfy all parties involved. Apply the knowledge of habitat restoration strategies to ensure the most effective and feasible outcome at project sites. Experience required as it pertains to conducting, monitoring and maintaining components of restoration projects such as improving instream complexity, bank stabilization or vegetative planting in riparian areas.
- 2. Project Administration:** Assist in the processing of annual work plans, budgets, purchasing, and various activities associated with project administration, such as reporting results to funding entities in a manner consistent with CTUIR protocols. Participate in the completion of permitting process with consultation entities to satisfy the requirements to allow the advancement of project implementation activities in a proactive manner. Uphold time/task sensitive contractual obligations in an effective manner. Identify avenues and make suggestions to supervisor to utilize existing project dollars and assets most effectively. Identify and pursue opportunities to diversify habitat project funding, cost-share and partnership cooperative opportunities. Produce contracts, reports, requests for proposals, cost estimates and purchasing, invitation for bids and other administrative details.
- 3. Data Collection, Analysis and Management:** Assist in the development and implementation of coordinated monitoring efforts to provide necessary information for all aspects of restoration project

completion including scoping, design, implementation, project effectiveness monitoring, adaptive management application, and reporting. Coordinate monitoring efforts with appropriate project cooperators (CTUIR Fisheries M & E, CTUIR Water Resources, etc.) in order to utilize multiple scales of repeatable measurables to gauge project effectiveness and maximize accuracy and acceptance by the specific community and project review teams. Apply appropriate and current monitoring and analysis techniques to collected data. Collect and store data in a manner that is consistent with QA/QC requirements in an organized manner within an acceptable timeframe. Apply education, training and experience pertaining to fish identification, handling, inventory, habitat assessment, and other aspects of restoration to assure that project results are scientifically defensible.

4. **Supervision:** Assist the project leader in the supervision of 2-7 permanent and seasonal fisheries habitat technicians in the following manner:
 - a) Work directly with the Project Leader to coordinate field crew hiring, training, scheduling and logistics. Assign tasks based on project necessity, as well as employee abilities and strengths. Oversee progress of operations as outlined by the Project Leader. Responsible for subordinate performance evaluations, complaint resolution and disciplinary actions.
 - b) Evaluate field crew's effectiveness and apply adaptive management techniques as needed. This will require frequent communication and determining the quantity and quality of products and accomplishments.
 - c) Direct and coordinate project activities and data collection to be consistent in addressing design and permit requirement/compliance (e.g. endangered species act, tribal/state historic cultural resources preservation offices, stream zone removal/fill and alteration permitting) to achieve successful compliance in project implementation.
5. **Coordination:** Develop and maintain cooperative relationships with project staff, agency personnel, landowners, stakeholders and universities to strengthening project outcomes, create future opportunities and improve project status with funding oversight committees. Continue to facilitate collaboration with the Umatilla Basin Watershed Council, Natural Resource Conservation Service, Agricultural Research Service, Oregon Department of Fish and Wildlife, U.S. Forest Service, Umatilla County Soil and Water Conservation District, private landowners and others.
6. **Reporting:** Contribute to quarterly, semi-annual and annual reports in a timely manner that is consistent with project standards and funding agency requirements and ensure projects are scientifically defensible. Ability to collect, summarize, analyze scientific data into reports. Prepare and present project results in scientific reports and public forums in order to foster a productive educational exchange and promote CTUIR Fish Habitat Program success. Participate in community outreach opportunities and give oral and/or poster presentations to promote CTUIR's Habitat program and recruit new partnerships due to demonstrated project success and professionalism.

Secondary Job Functions:

1. Participate in internal and interagency work sessions, conduct field investigations while overseeing field crew and activities. Monitor progress and compliance by subcontractors and professional service providers in areas such as; riparian vegetation reestablishment, upland seeding, noxious weed control efforts and other related activities that may affect fish, wildlife or their habitats.
2. Coordination with DNR Public Outreach Coordinators by participating in the design of educational materials, various aspects of public outreach, tours, workshops, presentations to promote CTUIR's habitat restoration efforts.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Bachelors or higher degree from an accredited college or university in natural resources or watershed management, biology, fisheries science, ecology, hydrology or related field.
2. Minimum of five years of relevant experience performing primary and secondary duties and responsibilities related to fisheries habitat restoration and having specialized, applicable training in the discipline of anadromous salmonid habitat requirements, restoration techniques and watershed process as outlined below.
3. Demonstrated ability to coordinate, develop and implement habitat restoration activities with cooperating partners as defined by contractual agreements and permit specifications. Understanding of habitat restoration strategies and methodologies associated with restoring aquatic ecosystems for aspects of Columbia River salmonid life cycle requirements. An understanding of watershed processes and functionality is required.
4. Knowledge of fish habitat, salmonid lifecycles, watershed science and stream channel morphology principles applicable to the Umatilla River Basin.
5. Demonstrated knowledge and experience in scientific inventory, monitoring, evaluation, and maintenance of restoration principles and utilizing specialized skill sets to achieve objectives.
6. Working knowledge of Microsoft Office software programs (Word, Excel, and PowerPoint etc.). It is highly desirable for the candidate to have ArcMap/GIS experience.
7. It is highly desirable for the candidate to have GPS experience and the ability to learn and utilize survey-grade GPS equipment.
8. Familiarity and related work experience utilizing tools and equipment pertinent to the conduct of duties of a fisheries habitat biologist. Experience with the operation of restoration-related equipment such as survey equipment, tractors, electrofisher etc.
9. Strong and demonstrable written and verbal skills are required with demonstrated ability to work effectively, both independently and with others. **Technical writing example (15pg minimum) must be included with application materials.**
10. Must have a valid state driver's license and meet Tribal insurance requirements. Immediate reporting of accidents/damage to GSA or Tribal vehicles.
11. Possess or be able to obtain a commercial weed applicator's license within the first year of employment.

Service Objective: Responsibilities to Tribal Community

1. Responsive to community goals and Tribal treaty rights for native aquatic community protection and restoration for the purpose of maintaining an active Tribal culture.
2. Performs job in a professional and ethical manner.
3. Courteous and respectful to community members.
4. Provide documentation (annual reports, posters, slide presentations and other media) that communicate the work of the program and the benefits to the Tribal community.
5. Ability to support fisheries education in Tribal schools and through internship opportunities for young Tribal members (anticipated one or two events).

Supportive Work Environment

1. Create and maintain a professional and supportive work environment that encourages open constructive criticism of ideas and focus on the prime goal of fulfilling the CTUIR Fisheries Habitat Mission.
2. Communications.
 - a. Keep others informed of work issues and programs by maintaining frequent communications (ex. web postings of reports, public assess of raw data [i.e. DNR stream temperature data]).
 - b. Work at the most direct and immediate level to resolve issues of conflicting personalities and needs.
3. Develop and maintain proactive working relationships with funding agency contract officer technical representatives.

Organization Improvement:

1. Commitment to a philosophy of quality improvement. Demonstrate ability to efficiently manage the research group in a manner that is quantifiable.
2. Initiate creative solutions to resolve problems and capitalize on opportunities both within and outside of the organization.
3. Show evidence that CTUIR resources are used in a cost-effective manner.
4. Participate in applicable training

SUPERVISORY AUTHORITY: Supervise 2-7 full-time and seasonal staff.

SIGNATORY AUTHORITY: Project Employee Time Sheets, leave requests.

ACCESS TO SENSITIVE AREAS: None

PHYSICAL DEMANDS:

- Ability to carry/lift 40 pounds when necessary.
- Ability to walk (several miles a day) in uneven, hilly terrain.
- Ability to work outdoors in inclement weather in and around water for extended periods.
- Ability to work in uneven and slippery terrain.
- Ability ride and maintain ATV's and trail bikes.
- Ability to operate small hand tools.
- Ability to sit and work at computer work station for several hours.
- Ability to work modified work hours and weekends.
- Ability to travel occasionally and stay overnight as needed.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.06.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form (both sections, if applicable)
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.
8. Submit technical writing example (15pg minimum) with application materials.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.

Approved: Jue-Jue Withers-Lyons, Assistant Director, Office of Human Resources Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date