

**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 III (Project Leader – Walla Walla Basin Fish Habitat Enhancement Project)

**SALARY:** Pay Range: 11  
\$52,997.28 to \$95,173 Annual DOE/DOQ

**DEPARTMENT:** Department of Natural Resources, Fisheries Program

**LOCATION:** Position is located at the William A. Grant, Water & Environment Center, Walla Walla Community College, Walla Walla, WA

**EMPLOYMENT STATUS:** Full Time with benefits package  
Exempt Status

**SUPERVISED BY:** Fish Habitat Program Supervisor

**OPENING DATE:** March 5, 2019

**CLOSING DATE:** Open Until Filled (First Screening March 27, 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 food 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 leading all aspects of restoration project planning, implementation and monitoring specific to the assigned river basin. This will include project development and administration for the purpose of protection and restoration activities that benefit floodplain processes and associated native aquatic communities within the ceded river basins of the CTUIR including the Umatilla, John Day, Grande Ronde, Walla Walla or Tucannon Rivers in Northeast Oregon and Southeast Washington. The habitat biologist will operate directly under the Fisheries Habitat Program Supervisor to provide effective and efficient project leadership and administration to complete these habitat program functions.

## **EXAMPLES OF JOB DUTIES & RESPONSIBILITIES**

- 1. Project Development and Implementation:** Develop and design projects to protect and restore floodplain processes and functions and/or restore habitat connectivity on lands within the CTUIR ceded area. Identify and prioritize project reaches within the assigned basin for protection and restoration based on the ecological requirements of associated native fish communities (with an emphasis on anadromous salmonids) and applicable planning documents. Implement and maintain scientifically defensible floodplain/riverine restoration projects that supports healthy aquatic conditions and fish populations. Proactively incorporate a) developing research information regarding floodplain/riverine processes and native aquatic communities into habitat project planning and b) technologies and methods that improve habitat program efficiency.
- 2. Project Administration:** Develop annual work plans and budgets for project implementation. Complete permitting requirements and clearances as necessary in a coordinated and proactive manner. Identify and pursue opportunities to diversify habitat project funding and cost-share opportunities.
- 3. Data Collection, Analysis, and Management:** Develop and implement a coordinated monitoring effort to provide necessary information for all aspects of restoration project completion including scoping, design, implementation, project effectiveness and adaptive management. Coordinate monitoring goals and efforts with other appropriate CTUIR programs (specifically Fisheries M & E and Water Resources) in order to utilize multiple scales of measure and maximize efficiency. Apply appropriate and current analysis techniques to collected data. Collect and store data in a manner that is consistent with QA/QC requirements.
- 4. Supervision:** Supervise 1.0 – 3.0 full time employees that will include the following tasks;
  - a) Employee annual work plan development, performance reviews (e.g. semi-annual and annual), identify and coordinate staff training needs.
  - b) Prioritize and direct project implementation, maintenance and monitoring actions.
  - c) Direct and coordinate project activities and data collection to be consistent in addressing design and permit requirements (e.g. endangered species act, tribal/state historic preservation offices, stream zone alteration permitting) to achieve successful compliance in project implementation.

d) Maximize efficiency and effectiveness of staff and resources across habitat project activities.

5. **Coordination:** Develop and maintain cooperative relationships with agency personnel, landowners, and stakeholders in each subbasin. With assistance from the Fisheries Habitat Program Supervisor, develop collaborative relationships with co-managers (e.g. Oregon Department of Fish and Wildlife & Washington Department of Fish and Wildlife), non-governmental organizations, private landowners, and universities to develop cost-share opportunities, distribute project workloads, implement projects, and ensure projects are scientifically defensible.
6. **Reporting:** Complete quarterly, semi-annual, and annual reports in a timely manner that is consistent with funding agency requirements. Prepare and present project results in reports and public forums in order to foster a productive educational exchange and promote Fish Habitat Program success.

**Secondary Job Functions:**

1. Participate in internal and interagency work sessions, conduct field investigations, review correspondence and provide written comment regarding proposed local, Tribal, State and Federal environmental regulations, environmental impact statements and assessments, range management plans, noxious weed control efforts, timber sales, and fill and removal activities that may affect fish, wildlife or their habitats.
2. In coordination with DNR Public Outreach Coordinator, participate in designing educational materials and displays for public outreach activities, provide tours, workshops, slide programs and oral presentations to land owners, agencies, various interest groups, school groups, education service districts, etc. to promote habitat protection/restoration, and identify and address land use practices detrimental to anadromous salmonid production.
3. To encourage public support and involvement this position will assist the Fisheries Habitat Program Supervisor and Fisheries Program Manager to prepare news releases regarding ongoing habitat restoration efforts with coordination through the CTUIR Public Affairs Office.

**SUPERVISORY AUTHORITY:** 1.0 – 3.0 full time employees

**SIGNATORY AUTHORITY:** Performance Reviews and Time Sheets for those supervised.

**ACCESS TO SENSITIVE AREAS:** None

**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.**

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

The applicant must possess the following knowledge, skills and abilities or be able to explain and demonstrate that she/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Bachelor of Science Degree from an accredited college or university in Fisheries, Fisheries and Wildlife Science, Natural Resource Management, Environmental Engineering or a closely related field such as ecology, biology, hydrology, watershed management, geology, landscape architecture, regional planning or environmental science.

2. Minimum of seven (7) years of experience relevant to the position. Examples of relevant experience may include identifying fish habitat deficiencies and limiting factors, assessing river and floodplain conditions, identifying floodplain function and processes, implementing aquatic habitat enhancements, actively participating in watershed management decisions, developing funding proposals, and developing workplans and budgets. Applicant with experience in each of these areas is preferred with greatest emphasis in demonstrated project development and implementation. A Master of Science degree from an accredited university or college, in Fisheries or environmental planning or a closely related field can be substituted for two years of experience.
3. A demonstrable understanding of aquatic ecosystems and associated biota along with an understanding of physical stream and hydrologic processes and functions is required. Specifically, the following topics should be understood:
  - a. Basic knowledge of fish biology with an emphasis on anadromous salmonids of the Columbia River Basin;
  - b. Knowledge of physical floodplain function and processes such as channel migration and formation, sediment routing, woody material recruitment and routing, surface/subsurface water exchange, and vegetation succession as it relates to the ecology of anadromous salmonids;
  - c. Knowledge of watershed processes and basic hydrology at a watershed scale.
4. Ability to effectively communicate both verbally and in writing to develop restoration projects and actions that withstand 1) technical scrutiny, 2) administrative review, 3) policy conformation reviews, and 4) contribute to tribal and general public understanding of salmonid restoration. *Technical writing sample (15pg minimum; recent publication or white paper) must be included with application materials.*
5. Proficient facilitation and negotiation skills to promote Tribal restoration efforts among other agency personnel, private landowners, and various stakeholders.
6. Proficient with computer usage and specific programs including Microsoft Word (word processing), Excel (spreadsheets), Powerpoint (presentation), and Explorer (web navigation). Must be able to efficiently operate each of these software applications. Knowledge and proficiency is highly preferred for the applications of GIS/ArcMap, AutoCAD, and software related to GPS and remote sensing applications.
7. Experience overseeing contractors/consultants and field crews (riparian fence construction, in-stream enhancement projects, bank stabilization, etc.)
8. Familiarity and related work experience utilizing all terrain vehicles, operating small equipment such as tractors and capability of operating various hand tools and related equipment.
9. Valid driver's license and approval to operate GSA/Tribal vehicles.

## 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. Technical Writing Sample (15 page minimum; recent publication or white paper)

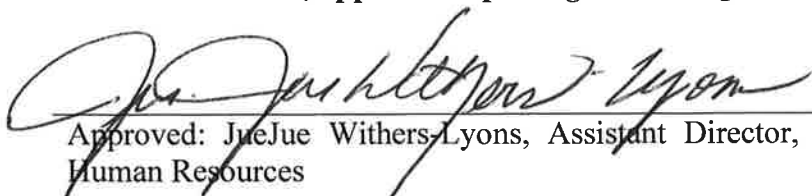
## APPLICANT RESPONSIBILITY

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: JueJue Withers-Lyons, Assistant Director, Office of  
Human Resources

Date

3.5.19

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**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.)*

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Applicant Signature

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Date

- 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.

**Table 1. Estimated Allocation of Job Functions (based on 1,950 hours/yr).**

<b>Primary Functions</b>	<b>% Time*</b>	<b>Days</b>	<b>Work Weeks</b>
1. Project Development and Implementation	25	65	13
2. Project Administration	20	52	10.4
3. Data Collection, Analysis, and Management	10	26	5.2
4. Supervision (1.0 to 3.0 FTE)	15	39	7.8
5. Coordination w/ agencies, stakeholders, landowners	10	26	5.2
6. Reporting	10	26	5.2
<b>Secondary Functions</b>			
1. Participate in Interagency Work Sessions	5	13	2.6
2. Coordinate with DNR Public Outreach	3	8	1.6
3. Coordinate with CTUIR PAO	2	5	1.0
<b>Total</b>	<b>100</b>	<b>260</b>	<b>52</b>

\*Note: Percentages will be applied to employee work plan & performance evaluation.

### **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 event)

### **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 [ie.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.

### **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.