

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

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POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Fisheries Habitat Biologist I – Walla Walla Basin Fish Habitat Enhancement Project

SALARY: Pay Range: 8
\$36,846 to \$66,176 - Annually DOE/DOQ

DEPARTMENT: Department of Natural Resources

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

EMPLOYMENT STATUS Full Time with benefits package
Nonexempt

SUPERVISED BY: Walla Walla Habitat Project Leader

OPENING DATE: November 22, 2016

CLOSING DATE: Open Until Filled (First screening December 16, 2016)

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 Program 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

Professional biologist position is responsible for assisting the Project Leader and Assistant Project Biologist in developing/designing, implementing, maintaining and monitoring fish habitat restoration and enhancement projects in the Walla Walla Subbasin by providing technical project support toward achieving project objectives consistent with CTUIR treaty reserved rights and interests.

EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

Duties include developing, implementing, maintaining, and monitoring fish habitat project restoration and enhancement projects. Collaboration and coordination with landowners and multiple federal, state, and local agencies is integral to the success of the CTUIR's habitat program. Work duties also include conducting baseline analyses and field surveys, assisting in the development of action plans and completion of environmental compliance requirements, grant writing, conducting scientific monitoring and evaluation, reporting, and assistance with project administration and staff supervision. Successful applicant will have excellent organizational, communication, diverse computer skills, ability to utilize various software programs, technical writing skills, field biologist skills, and a strong commitment to protecting and enhancing fish and wildlife resources:

Primary Duties and Responsibilities:

- 1. Project Development and Implementation:** Assist in the development of fish habitat and watershed enhancement projects to protect and restore floodplain processes and functions and/or restore habitat connectivity 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, design, environmental compliance and permitting, and construction subcontracting implementation and 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 and various activities associated with project administration. 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 and pursue opportunities to diversify habitat project funding, cost-share and cooperative opportunities. Assist with the production of 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 for all aspects of restoration project completion including scoping, design, implementation, project effectiveness monitoring, reporting and adaptive management. Coordinate monitoring efforts with appropriate project cooperators (CTUIR Fisheries M & E, CTUIR Water Resources, etc.) in order to utilize multiple scales of repeatable physical and ecological methods and metrics 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 and Assistant Biologist in the supervision of 1-5 permanent and seasonal fisheries habitat technicians in the following manner:
 - a) Assign tasks to technicians based on project necessity as well as employee abilities and strengths. Oversee progress of weekly operations as outlined by the Project Leader and Assistant Biologist. Evaluate task effectiveness and apply adaptive management techniques. Identify and coordinate project needs using foresight in a proactive manner to maximize efficiency, feasibility and productivity of the project.
 - b) 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.
 - c) Maximize efficiency and effectiveness of under staff and resources across habitat project activities. Effectiveness shall be gauged upon the quantity and quality of results and accomplishments under conditions associated with tasks.
5. **Coordination:** Develop and maintain cooperative relationships with project staff, agency personnel, landowners, stakeholders and universities to strengthen project outcomes, create future opportunities and improve project status with funding oversight committees. Continue to facilitate collaboration with co-managers Washington Department of Fish and Wildlife and Oregon Department of Fish and Wildlife, the Walla Walla Basin Watershed Council, Natural Resource Conservation Service, NOAA Fisheries, U.S. Fish & Wildlife, U.S. Forest Service, Walla Walla and Umatilla County Conservation Districts, Snake River Salmon Recovery Board, private landowners and various cooperating entities.
6. **Reporting:** Contribute to quarterly, semi-annual and annual reports in a timely manner that is consistent with project standards and funding agency requirements to ensure projects are scientifically defensible. Prepare and present project results in reports and public forums in order to foster a productive educational exchange and promote CTUIR Fish Habitat Program success.

SUPERVISORY AUTHORITY: As outlined above.

SIGNATORY AUTHORITY: Technician timesheets and leave slips

ACCESS TO SENSITIVE AREAS: None

Estimated Allocation of Job Fu

Primary Functions	% Time*	Days	Work Weeks
1. Project Development, Implementation	40	104	20.8
2. Project Administration	10	26	5.2
3. Data Collection, Monitoring Analysis, Management	10	26	5.2
4. Supervision	20	52	10.4
5. Coordination; Agencies, Stakeholders, Landowners	5	13	2.6
6. Reporting	5	13	2.6
Secondary Functions			
1. Participate in Interagency Work Sessions	5	13	2.6
2. Coordinate with DNR/WWCC Public Outreach	5	13	2.6
Total	100	260	52

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

REQUIRED MINIMUM QUALIFICATIONS:

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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 two 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 above.
3. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
4. Must have the background and knowledge to conduct biological and physical habitat monitoring, including, but not limited to: water temperatures, groundwater elevations, channel morphology (cross sections and longitudinal profiles), planting, seeding, weeding, and watering riparian vegetation.
5. It is highly desirable for the candidate to have experience using geographical positioning system (GPS) survey grade Trimble R8 survey equipment and total station.
6. Must have experience constructing and maintaining fences, planting and seeding vegetation, and operating and maintaining various hand tools, ATV's, and towing trailers.
7. Must have the ability and interest to greet the public and handle difficult situations in public forums in a professional and courteous manner.
8. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
9. Must have extensive knowledge with field and computer processing equipment and software. Working knowledge of Microsoft Office software programs (Word, Excel, Powerpoint etc.). It is highly desirable for the candidate to have ArcMap/GIS experience.
10. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
11. Ability to follow established protocols and complete assignments in a receptive and effective manner while demonstrating an upbeat and cooperative attitude.
12. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

PHYSICAL DEMANDS

1. Ability to carry/lift 40 pounds when necessary.
2. Ability to walk (several miles a day) in-stream and on uneven, hilly terrain.
3. Ability to work outdoors in inclement weather in and around water for extended periods
4. Ability to work in uneven and slippery terrain.
5. Ability to safely operate small hand tools and equipment.
6. Ability to sit and work at computer work station for several hours.
7. Ability to work modified work hours and weekends.
8. 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. Applicant's 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

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.

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.

C _____ W _____ yons, Staffing & Onboarding Manager

11.22.14
 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