



The Klamath Tribes
501 Chiloquin Blvd./P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 08/20/18
CLOSE: 10/01/18

EXEMPT: X
NON-EXEMPT:

POSITION DESCRIPTION

POSITION: WILDLIFE BIOLOGIST

RESPONSIBLE TO: Natural Resource Director

SALARY: GS-11 \$50,532 - \$65,682 Annual/Full Benefits
GS-12 \$60,560 - \$78,728 Annual/Full Benefits
GS-13 Full Benefits (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

CLASSIFICATION: Professional/Management, Regular, Full-Time

LOCATION: The Klamath Tribes
Natural Resource Department
501 Chiloquin Blvd
Chiloquin, OR 97624

INTRODUCTION

The Wildlife Biologist is a scientific professional of the Natural Resources Department who performs a variety of managerial, professional, and scientific ecological work in connection with the determination, establishment and application of the biological facts, principles and procedures necessary for the conservation and management of wildlife species. This position requires a combination of field and office work.

The Wildlife Biologist responsibilities include the management, planning, protection, preservation, and enhancement of wildlife resources with a special emphasis on Treaty reserved resources.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assist with developing short- and long-term goals and objectives for the Wildlife Program.
2. Develop and implement work plans to meet goals and objectives.
3. Develop and implement biological and ecological principles, facts, and direction for the wildlife species of interest.
4. Participate on National Environmental Policy Act (NEPA) interdisciplinary planning teams with Forest Service staff on projects that affect treaty resources by attending office and field meetings and providing written professional wildlife input that protects, restores or enhances habitats.
5. Work collaboratively with State, Federal, Tribal, and private sector natural resource professionals to design and implement research, monitoring and restoration projects, and programs to best achieve Tribal wildlife management goals. This includes attending field and office meeting at different agency offices and field sites.
6. Develop and implement biological and ecological principles, facts, and direction for the wildlife program.
7. Assembles and evaluates information on wildlife resources, including but not limited to, mule deer and elk. Integrates this information with appropriate scientific literature, interacts with other resource professionals, and recommends resource management strategies to the supervisor that best achieve Tribal wildlife management goals.
8. Develop methods to evaluate wildlife habitat potential and requirements.
9. Conduct mule deer track counts, bald eagle surveys and other surveys as needed.
10. Manages Wildlife Program grants and agreements according to Tribal policies and procedures including the rules governing a specific grant. Writes grant proposals as needed.
11. Pursue opportunities to fund projects and to build the Wildlife Program capacity.
12. Manage Wildlife Program budgets in accordance with the Tribal budget policy. Reviews and monitors expenditures to remain within established budgetary constraints.
13. Manage Wildlife Program contracts in accordance with the Tribal procurement policy.
14. Oversee all aspects of the Tribal on-line game tag sales system to ensure its proper function and maintenance to minimize downtime. Provides routine system generated reports and special reports as directed.
15. Manage Wildlife Program records in accordance with the Tribal records management policy.
16. Manage Wildlife Program property in accordance with the Tribal property management policy.

Position Description: Wildlife Biologist

Revised: 10/2017

Page 2 of 6

17. Prepare routine monthly, quarterly, annual, and other reports as directed.
18. Prepare technical, progress, and final reports relating to wildlife management, as required or assigned.
19. Exercises the full range of supervisory duties for department staff and activities. Perform overall work planning, establish work schedules and priorities, assign and review work. Personally discuss work progress and problem areas as they arise with subordinates. Recommend employee status and other personnel changes. Approve leave. Evaluate performance. Identify training needs and ensure that training opportunities are provided.
20. Other duties, as assigned.

SUPERVISORY CONTROLS

The Director outlines the overall program objectives and priorities, time limits, and the financial and personnel resources available. The employee plans and schedules recurrent work, handles problems, and completes work using one's own initiative, exercising judgment according to previous training, experience, and instructions.

Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES

Must be willing to gain knowledge and understanding of Tribal organization, functions, policies, goals, priorities, and operating programs.

Knowledge of federal laws regulating the management and use of wildlife resources, such as the Endangered Species Act and the National Environmental Policy Act.

Knowledge of theories and principles of biological populations, biological regulation, and game harvest management.

Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices and priorities of Natural Resources Department. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Knowledge of, or ability to learn, Klamath Tribal laws and regulations.

Knowledge of, or ability to learn, Tribal subsistence and Treaty resources.

Working knowledge of east-side ponderosa pine ecosystems.

Position Description: Wildlife Biologist

Revised: 10/2017

Page 3 of 6

Knowledge of big game management principles and application, with emphasis on mule deer and elk.

Ability to establish and maintain effective and cooperative working relationships with employees, other departments, state, county, federal, and local agencies, Tribal members, elected Tribal officials, and the general public.

Good public relations and inter-personal skills. Must be able to meet with a variety of individuals of differing backgrounds in a professional manner, using tact, diplomacy and mature judgment while providing Tribal perspectives.

Ability to communicate orally and in writing. Ability to express her/himself in a clear and concise manner for the purposes of correspondence, reports, and instructions, as well as for obtaining information or conveying messages.

Above average knowledge of grammar, spelling, punctuation, and vocabulary skills.

Good organizational and planning skills, ability to meet deadlines.

Ability, knowledge and skill to prepare and administer Tribal budgets, to provide financial guidance and assistance, and administer contracts and grants in accordance with established policies, rules, and regulations.

Ability to achieve programmatic and organizational objectives, making sound decisions, exercising judgment based on previous experience, training, and instructions.

Ability and skills to work in a multi-disciplined, multi-cultural natural resource environment.

Ability to effectively organize, assign, and supervise the work of subordinate employees.

Ability to work in inclement weather and rugged terrain.

Skill and ability to operate a vehicle in adverse weather (e.g. snowy conditions) and on rugged forest roads.

QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- Master's Degree in Wildlife Biology or related field is preferred; **or** BS Degree in Wildlife Biology or a related field, **REQUIRED**. (*Copy of degree or transcripts must be submitted with application.*)
- Minimum of three (3) years of wildlife biology field experience professionally, educationally or combination of both, **REQUIRED**.
- Experience in big game management and biology preferably with mule deer or elk, **REQUIRED**.
- Work experience in intermountain ponderosa pine ecosystems, preferred.
- Minimum of one (1) year of supervisory experience, **REQUIRED**.

Position Description: Wildlife Biologist

Revised: 10/2017

Page 4 of 6

- Experience managing budgets, preferred.
- Experience managing grants, preferred.
- Experience developing and administering contracts, preferred.
- Must submit to and clear an alcohol/drug screen test and submit to random testing as per policy, **REQUIRED**. (*Employment will be contingent upon clearing the required alcohol/drug screening test.*)
- Must possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire and must submit driving record with application), have a good driving record and be insurable by the Klamath Tribes' vehicle insurance policy as a condition of employment, **REQUIRED**. (*Copy of valid DL must be submitted with application.*)
- Must submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resources any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**. (Employment will be contingent upon clearing the required criminal records background check.)
- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal Staff are considered mandatory reporters, **REQUIRED**.

INDIAN PREFERENCE

- Indian Preference will apply. (*Must submit proof of Indian Preference with application.*)

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURES

Submit a Tribal ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes

Position Description: Wildlife Biologist

Revised: 10/2017

Page 5 of 6

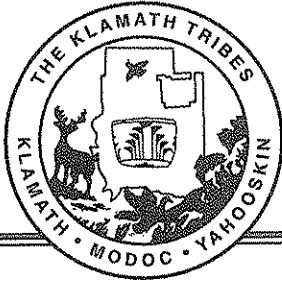
**ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.



The Klamath Tribes - Administration
 P.O. Box 436, Chiloquin, Oregon 97624
 (541) 783-2219 • Fax (541) 783-2836
APPLICATION FOR EMPLOYMENT

(Please print or type clearly)

Name: _____			Date _____
LAST	FIRST	MIDDLE	
Former Name _____			SS No. _____ - _____ - _____
Physical Address (If different from mailing address): _____			
Mailing Address: _____			Phone No. (____) _____
NO.	STREET		Cell No. (____) _____
CITY _____ STATE _____ ZIP _____			E-mail _____

Position Applying For: _____

Are you legally eligible for employment in the U.S.A.? Yes No (If "Yes" verification will be required)

Have you ever been employed by the Klamath Tribes before? Yes No (If "Yes" give dates and titles)

Title: _____ from _____ to _____

Have you ever been terminated from employment by the Klamath Tribes? Yes No (If "Yes" please list titles and dates: _____)

Have you ever been convicted of a felony? Yes No If "Yes" list conviction & year _____

Have you ever been arrested or charged with a crime involving a child, violence, sexual assault, sexual molestation, sexual exploitation, sexual contact or prostitution, or crimes against persons? Yes No (Conviction will not necessarily disqualify an applicant from employment)

If yes, you are required to provide a description of the disposition of the arrest or charge along with your application for employment. (Conviction will not necessarily disqualify an applicant from employment)

The job application form must state that the application is being signed under perjury and acknowledge that knowingly falsifying or concealing a material fact is a felony that may result in fines up to \$10,000 or five years of imprisonment, or both.

If you are under 18 years of age, can you provide required proof of eligibility to work? Yes No

If your application is considered favorably, on what date will you be available for work? _____

List any other experiences, skills or qualifications which will be of special benefit in the job for which you are applying (Do not list any information that Federal and/or State law precludes obtaining in the pre-employment stage).

RECORD OF EDUCATION

NAME AND ADDRESS OF SCHOOL		COURSE OF STUDY	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	LIST DIPLOMA OR DEGREE
			1	2	3	4		
HIGH SCHOOL								
COLLEGE								
OTHER (SPECIFY)								

Indicate Degrees, Licenses or Certifications: _____

Clerical Skills: Typing Speed: _____ (Attach Documentation if required or requested)

Other: _____

Computer Experience: _____

EMPLOYMENT HISTORY

(Begin with your most recent employment as it relates to the position applied for. A resumé will NOT substitute.)

1. Name of Company _____ Phone (_____) _____

Mailing Address: _____ City _____ State _____ Zip _____

Name of Supervisor: _____ Date Started: _____ Date Ended: _____

Your Job Title: _____ Salary: _____

Reason for Leaving: _____

Job Duties: _____

2. Name of Company _____ Phone (_____) _____

Mailing Address: _____ City _____ State _____ Zip _____

Name of Supervisor: _____ Date Started: _____ Date Ended: _____

Your Job Title: _____ Salary: _____

Reason for Leaving: _____

Job Duties: _____

EMPLOYMENT HISTORY (Continued)

3. Name of Company _____ Phone (_____) _____
Mailing Address: _____ City _____ State _____ Zip _____
Name of Supervisor: _____ Date Started: _____ Date Ended: _____
Your Job Title: _____ Salary: _____
Reason for Leaving: _____
Job Duties: _____

4. Name of Company _____ Phone (_____) _____
Mailing Address: _____ City _____ State _____ Zip _____
Name of Supervisor: _____ Date Started: _____ Date Ended: _____
Your Job Title: _____ Salary: _____
Reason for Leaving: _____
Job Duties: _____

PERSONAL REFERENCES

(Please provide complete information. References may not be Former Employers or Relatives)

1. Name: _____ Occupation: _____
Mailing Address: _____ Phone: _____

2. Name: _____ Occupation: _____
Mailing Address: _____ Phone: _____

3. Name: _____ Occupation: _____
Mailing Address: _____ Phone: _____

4. Name: _____ Occupation: _____
Mailing Address: _____ Phone: _____

5. Name: _____ Occupation: _____
Mailing Address: _____ Phone: _____

Be sure to sign and date the application. You must attach copies of any Diplomas, Transcripts, Licenses and Certifications that are required on the position description. Failure to provide the required documentation will prevent consideration of your application for the position.

APPLICANT

PLEASE READ CAREFULLY BEFORE YOU SIGN ON LINE PROVIDED

I certify that, to the best of my knowledge, all of my statements are true, correct, complete and made in good faith. I understand that any false statement on this application may result in my not being hired, or in my dismissal. I further understand that this application is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I consent to the release of information concerning my personal history that I have listed on this application. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I release any person, firm, or institution from all liability from any damage for issuing such information.

I hereby give my permission to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to the company any and all letters, reports and other information pertaining to my employment with them without giving me prior notice of such disclosure. In addition, I hereby release the Klamath Tribes, my current and former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

In accordance with the Klamath Tribes Background and Character Investigation Policy you may be subject to a criminal records background check per public law 101-647 and 101-630.

- All individuals who apply for positions with this policy must fill out an application form.
- Background investigation and determination that the individual meets the eligibility criteria of this policy are conditions of employment.
- The application for employment is signed under penalty of perjury and acknowledge that knowingly falsifying or concealing a material fact is a felony that may result in fines up to \$10,000 or five years imprisonment, or both.

ALL TRIBAL EMPLOYMENT WILL BE CONTINGENT UPON CLEARING THE REQUIRED ALCOHOL/DRUG SCREENING TEST.

Applicant's Signature: _____ Date: _____

INDIAN PREFERENCE POLICY

In accordance with 42 USC Sec. 2000e2(i) whenever reasonable the Klamath Tribes will hire in the following order of priority:

1. Klamath Tribal Members
2. Other Enrolled Indians
3. Descendants of the Klamath Tribes
4. Non-Indian Applicant

If you wish to claim Indian Preference, check one:

- I am an Enrolled Klamath Tribal member. My Tribal Number is _____.
- I am enrolled with _____ Tribe. My Roll Number is _____.
- I am a Klamath Descendant, not enrolled. I am a descendant of _____.