

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



Revised review date

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Biologist III – Walla Walla River Basin Monitoring and Evaluation Project Manager

SALARY: Pay Range: 11
\$50,939 to \$91,477 Annual DOQ/DOE

DEPARTMENT: Department of Natural Resources, Fisheries Program

LOCATION: Position located at CTUIR DNR-Fisheries Program field office at Walla Walla Community College Water and Environmental Center Walla Walla, WA.

EMPLOYMENT STATUS: Full Time with benefits package
Exempt

SUPERVISED BY: Research, Monitoring, and Evaluation Program Supervisor

OPENING DATE: July 28, 2017

CLOSING DATE: Open until filled with review of complete application packets with second review **September 29, 2017**

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 using traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resource 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.

RESEARCH, MONITORING, AND EVALUATION MISSION STATEMENT

Generate knowledge regarding the biological performance and ecology of aquatic species of the First Food order in a scientifically credible and policy relevant manner to inform management and policy decisions.

GENERAL STATEMENT OF DUTIES

The position will utilize principles of fishery science, population dynamics, statistics, sampling theory, and experimental design while functioning as the project manager for the Walla Walla River Basin Monitoring and Evaluation (M&E) project. The individual will be responsible for managing the implementation of salmonid M&E staff and funding contracts in a manner consistent with the above mission statements as they apply to the Walla Walla River Basin and other areas as needed in northeast Oregon and Southwest Washington. The individual will work in both field and office settings to carry out assigned projects including data collection and reporting of project findings. The position will provide supervision and management direction to the M&E project staff for effective and efficient coordination, development, implementation, and administration of M&E activities. The position will also act as an external CTUIR representative in the Walla Walla River Basin to effectively coordinate and integrate tribal M&E actions with various agency and academic programs.

EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

1. Strategic Planning
 - a. Responsible for CTUIR project proposals and annual work plans for Bonneville Power Administration (BPA) and other possible funding sources.
 - b. Responsible for the development, management and reconciliation of budgets.
 - c. Direct the purchase of supplies and equipment as per budget details.
 - Management of Project SOW, Budget, and Operational oversight of Project - Responsible for:
 - d. Developing, managing, and tracking project budget, project expenditures for staffing and various other expenses necessary for implementing the CTUIR Walla Walla River Basin M&E project.

- e. Development of BPA contract statement of work in coordination with funding entity and Fisheries Program Administrative Manager.
 - f. The care of project equipment and maintaining gear in good working condition, replace or repair equipment as needed. Report missing, damaged, and/or transferred gear to Administrative Staff.
 - g. Providing technical oversight implementing rotary screw trapping, fish marking, spawning surveys, adult trapping, and other M&E related activities consistent with CTUIR policies, goals, and mission statements.
 - h. Deriving fish productivity metrics for adult and juvenile fish life stages (e.g. Redd distribution, spawn timing, adults/redd, juvenile survival, parent/progeny, smolt/adult ratios, recruits/spawner).
2. Staff Management – Responsible for:
- a. Direct supervision of one and indirect supervision of 5-7 full time Walla Walla M&E project staff.
 - b. Scheduling and management of staff work plan and assignments as per project SOW and consistent with necessary timing of tasks in the field.
 - c. Conducting one performance review for one supervisee (e.g. semi-annual and annual), identify and coordinate staff development needs.
 - d. Maximizing efficiency and effectiveness of staff and resources across research activities.
3. Reporting
- a. Responsible for managing, analyzing and evaluating project results according to program and contract objectives.
 - b. Responsible for timely submittal of BPA Pisces quarterly and annual technical reports; CTUIR semi-annual reports, and BiOP annual reports.
4. Organizational Representation
- a. Act as CTUIR representative and participate in project management, planning, scoping, and coordination associated with various fisheries habitat and M&E in the Walla Walla River basin.
 - b. Responsible for developing positive and collaborative working relationships internally with CTUIR and externally with state and federal resource agency personnel, the public, and others involved with salmonid recovery in the Walla Walla river basin.
 - c. Present research findings in professional and public forums.
 - d. Perform related duties as assigned.

SUPERVISORY AUTHORITY: Responsible for direct supervision of one and indirect supervision of 5-7 full time Walla Walla M&E project staff.

SIGNATORY AUTHORITY: Project employee time sheets, leave and travel authorization requests, travel reimbursement reports, varied work schedules.

ACCESS TO SENSITIVE AREAS: None

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

1. Master's or PhD degree in Fisheries Science or a closely related field (ex. Aquatic Fisheries Ecology).
2. Five years of direct job experience within the last 8 years working with:
 - a. Pacific Salmon population dynamics;
 - b. Experimental design in salmonid field sampling;
 - c. Data collection/statistical analysis/reporting of salmonid monitoring/evaluation project results.
 - d. Project budgets and work plans
 - e. Supervision of biologists/technicians on a salmonid monitoring/evaluation project; and
 - f. Internal and External agency coordination as a fisheries biologist
3. Five years of project management within the last eight years, including development and management of project work plans and associated budgets, scheduling and completing project tasks on time, systematically evaluating project progress and project staff performance, reporting project results to funding agencies and employer.
4. Demonstrate a satisfactory level of productivity and dependability based on previous employer references.
5. Proven experience effectively and positively working internally in a project team environment, externally communicating with co-managers or stakeholders and independently in the field.
6. Ability to work under a variety of sometimes adverse field conditions (e.g. hiking with gear to remote locations; hot, cold, and wet conditions involving up to 12-hour workdays wading in streams).
7. Ability to effectively use Microsoft Word, Excel, Outlook and other PC software such as PITPRO, DARR and PITAGIS.
8. Must have a valid driver's license and be able to drive and meet insurance requirements for government vehicles.
9. ***Technical writing sample (5-20 pg. minimum) must be included with application materials.***

PHYSICAL DEMANDS:

1. Ability to carry/lift 40-50 pounds for at least 100 yards repeatedly during the workday over uneven and slippery terrain.
2. Ability to walk (3-9 miles a day) in uneven, hilly terrain, in and along streams and rivers.
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 sit and work at computer work station for several hours.
6. Ability to work modified work hours, nights, and weekends.

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

Primary Functions	% Time*	Days	Work Weeks
1. Manage, administer and supervise Walla Walla river basin M&E project SOW, budget, staff and contract implementation	30	78	15.6

2. Provide technical project oversight and guidance	20	52	10.4
3. Supervise and participate in field data collection	20	52	10.4
4. Manage data, analyze and report results	15	39	7.8
5. Participate in planning and coordination associated with related CTUIR habitat and RM&E projects	10	26	5.2
Secondary Functions			
1. Assist other projects as needed	3	8	1.6
2. Disseminate data and information via CTUIR/DNR public outreach	2	5	1.0
Total	100	260	52

*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 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.

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 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 (5-20 pg. minimum) must be included 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, Staffing/On-Boarding Manager

08/29/2017
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