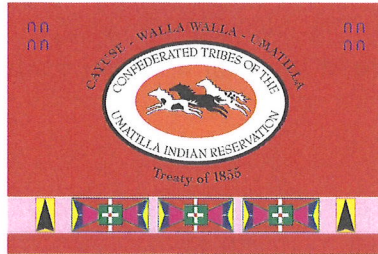


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Fisheries Technician I/II (Grande Ronde Research, Monitoring, and Evaluation and Biomonitoring Project)

SALARY: Pay Range: 4-5 (Fish Tech I: \$29,844 - \$51,888 annual)
5-6 (Fish Tech II: \$33,444 - \$52,512 annual)
DOE/DOQ

DEPARTMENT: Department of Natural Resources, Fisheries Department

LOCATION: Position located at CTUIR DNR-Fisheries Program field office, Oregon State University Ag Services Building, Island City, Oregon.

EMPLOYMENT STATUS: Full time with benefits package
Non-Exempt

SUPERVISED BY: Grande Ronde Research Monitoring and Evaluation (RM&E) Project Leader (9 months), Biomonitoring Project Leader, Assistant Project Leaders (3 months), and Field Supervisors

OPENING DATE: November 17, 2023

CLOSING DATE: November 30, 2023

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.

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.

Research, Monitoring, and Evaluation: To 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

This position is primarily a field technician and will be responsible for assisting the Grande Ronde Fisheries RM&E project and the Biomonitoring Project with all research, monitoring, and evaluation activities. Technician will be responsible for conducting a variety of field activities to monitor salmon, steelhead, Bull trout, Lamprey, native and non-native fish, and their habitats within the lands of traditional use. Tasks include operating and maintaining sampling equipment, handling fish, collecting data on fish, macroinvertebrates, and wildlife and their habitats, morphological surveys, operating screw trap (week days and some weekends), spawning ground surveys, snorkel surveys, fish salvage, macro invertebrate identification and sorting in a lab, assisting other research as needed, monitoring and evaluation of restoration and reintroduction projects and performing other duties as assigned. Some data entry and data QA/QC work will be conducted as part of this position, however this position will involve mostly field work.

This position will be based out of the La Grande field office but work sites will be within the ceded territory of the Umatilla Tribe and cover the Grande Ronde, John Day, Umatilla, Walla Walla, and Tucannon basins' habitat restoration projects. Extensive travel by vehicle is therefore a large part of this position requirement. The work week is typically 37.5 hours Monday through Friday, with a 07:30 am start time. This position will involve some weekend work and some early starts. The time taken to complete field work can be unpredictable (can be up to 12 hour days), therefore a flexible work schedule is used to maintain the 37.5 hour work week. There may be limited opportunity for compensation time to be accrued when field work demands longer hours. Funding for this position is from Bonneville Power Administration, the U.S. Fish and Wildlife Service Lower Snake River Compensation Plan, and the Bureau of Reclamation agreements with CTUIR and is subject to the continuation of this funding.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

Fish and Habitat Monitoring and Evaluation

1. Spawning Surveys: Conduct spawning surveys up to five days a week for steelhead, Chinook, and other species as required.
 - Surveys will follow established protocols. Surveys are physically demanding, and involve walking many miles on uneven, rough, wet, and slippery terrain over deadfalls in and out of the water. Work requires hiking in steep, brushy, terrain in inclement weather without the benefit of roads or trails. Surveys require collecting biological information from fish carcasses and habitat information at redd locations.
 - Surveys are required to be completed in a timely manner so that carpooling with other surveyors can be coordinated beforehand and staff time is efficiently managed.
 - Spawning surveys are March to June for steelhead and August through September for Chinook. Lamprey spawning surveys may be added to the work schedule as populations increase in the Basin and can occur in July to August. Bull trout surveys may be added as monitoring and evaluation needs arise and occur in October through November.

2. Operate weirs and screw traps: March to November.
 - Work requires being in the water in all weather conditions, following standard operating procedures and protocols to safely handle live fish, remove and store scales, collect genetic samples, anesthetize and mark/tag fish, collect biological information, collect gastric lavage samples, and accurately record information on paper and computers.
 - The screw trap and weir trap operation will require some weekend work. Arrangements for alternate weekend work will be coordinated with the project biologists.
3. Assist with other RM&E project activities in the tribes ceded territory:
 - This will include electrofishing, snorkel surveys, netting, marking and tagging fish, collecting scales, collect gastric lavage samples. Use radio telemetry equipment to track adult and juvenile fish. Collect accurate data from fish, macroinvertebrates, wildlife, and their habitats. Perform other duties as required to support the Fisheries Program. Conduct habitat surveys: June-November, and attend training as needed.
 - Surveys are physically demanding and involve walking many miles on uneven, rough, wet, and slippery terrain in and out of the water in all weather conditions.
4. Equipment maintenance:
 - Clean and maintain gear, equipment and vehicles, and perform other related duties as assigned.
5. Data management:
 - Enter field data into the Central Database Management System (CDMS) or other format. Error check data and assist GIS department with data entry/error checking as needed.
6. Develop and maintain positive working relationships with Tribal employees, state and federal resource agency personnel, the public and others involved with salmonid recovery in the Grande Ronde River Basin.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

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.)

Fish Tech I: Responsible and Reliable

1. High school diploma or equivalent.
2. Applicant must be physically fit and able to conduct daily habitat and spawning surveys. Applicant must be able to keep pace with other crew members in the field. Applicant must provide written documentation from an independent, recent and credible source (i.e. a past employer) demonstrating successful performance of similar duties.
3. Willingness 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).
4. 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, ability to record data thoroughly and legibly.
5. Demonstrate a satisfactory level of productivity and dependability based on previous employer references.

6. Must have the ability to safely operate ATV's, tow trailers, winches, and other power or hand tools.
7. 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.
8. Ability to work effectively and positively in a team environment or independently in field and office settings. Maintain effective working relationships with other employees, the general public, landowners and resource agency personnel.
9. Must be able to effectively communicate with crew members and crew leads regarding project tasks.
10. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

Fish Technician II: Responsible and Reliable

1. High school diploma or equivalent.
2. For Fisheries Technician II position the applicant must have at least two years of relevant experience (working outdoors, natural resources related work, working with fish and other animals, fish identification, working on and around the water).
3. Applicant must be physically fit and able to conduct daily habitat and spawning surveys. Applicant must be able to keep pace with other crew members in the field. Applicant must provide written documentation from an independent, recent and credible source (i.e. a past employer) demonstrating successful performance of similar duties.
4. Willingness 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).
5. 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, ability to record data thoroughly and legibly.
6. Demonstrate a satisfactory level of productivity and dependability based on previous employer references.
7. Must have the ability to safely operate ATV's, tow trailers, winches, and other power or hand tools.
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. Ability to work effectively and positively in a team environment or independently in field and office settings. Maintain effective working relationships with other employees, the general public, landowners and resource agency personnel.
10. Must be able to effectively communicate with crew members and crew leads regarding project tasks.
11. Must have experience with computer processing equipment and software, including: Word, Excel, Power Point, Outlook, and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
12. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

Preferred Experience: (beneficial but not required)

1. Experience with salmon and steelhead spawning surveys.
2. Experience doing snorkel surveys.
3. Experienced handling, tagging and identifying fish and collecting related data.
4. Experienced in the outdoors in wilderness settings.
5. Experience with data entry QA/QC.
6. Experience operating chainsaws.
7. Experience with GPS hardware and software.
8. Experience with towing and backing trailers.

PHYSICAL DEMANDS:

1. Ability to walk (3-9 miles a day) in uneven, hilly terrain, in and along streams and rivers.
2. Ability to carry two five gallon buckets full of water for at least 100 yards repeatedly during a workday over uneven and slippery terrain.
3. Ability to stand and walk around for long periods of time.
4. Ability to sit in automobiles as a passenger or while driving for extended periods for travel to work sites, meetings, and training.
5. Ability to work long hours with early starts and weekends as part of a flexible schedule.

Table 1. Estimated Allocation of Job Functions.

Primary Function	% time	# of Days	Work weeks
Conduct Field sampling of fish populations	55	71.5	14.3
Conduct Biomonitoring Field Sampling	35	45.5	9.1
Collect, tabulate, fish data, and manage data	5	6.5	1.3
Maintain Positive working relationship and assist other project as needed	5	6.5	1.3
Total	100	130	26.0

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 §3.05.
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 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 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.

 11/17/2023
Approved: JueJue 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

