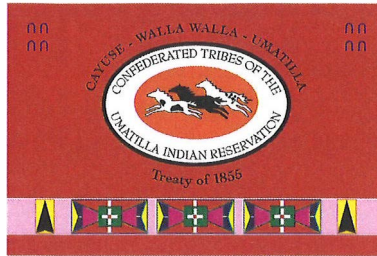


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Biologist II – Lamprey Field Biologist, Pacific Lamprey Research and Restoration Project

SALARY: Pay Range: 9-10
\$57,786.24 to \$103,778.40 per year DOE/DOQ

DEPARTMENT: Department of Natural Resources – Fisheries Program

LOCATION: Position located at Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package
Exempt

SUPERVISED BY: Pacific Lamprey Research and Restoration Project Leader

OPENING DATE: January 16, 2025

CLOSING DATE: January 31, 2025

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

This position will be primarily field-based and focused on the restoration and the research, monitoring, and evaluation of the enhancement of Pacific Lamprey as well as their habitats in the John Day, Umatilla, Walla Walla, Tucannon, Grande Ronde and Imnaha river basins. The position will utilize principles of fishery science, population dynamics, statistics, sampling theory, and experimental design while functioning in this position. Biologist II will work in both field and office settings to carry out assigned projects including data collection, analysis, reporting and the presentation of project findings. The Biologist II will assist with project administration, supervision, and oversight to project staff. Biologist II will work with and be responsible for training field crews to operate and maintain sampling equipment, sample, and handle fish, collect and tabulate data accurately, perform Quality Assurance/Quality Control (QA/QC) on the data, upload data into a centralized data management system, and manage and report data. This position will assist the Project Leader in effectively coordinating and integrating tribal RM&E actions with various agencies and academic programs. Working hours may be variable, and include nights, weekends, and holidays. Working hours may include more than the standard 37.5 hours per week.

EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

1. Assist project leader in planning, developing, managing, and administering research, monitoring, and evaluation work elements.
2. Assist with project presentations, proposals, statements of work, and budgets (cb.fish).
3. Responsible for project implementation including, brood collection, transport and holding, adult translocation, larval outplanting, smolt trapping, PIT-tagging, spawning ground surveys, eDNA collection, electrofishing, lamprey passage structure operation and maintenance, radio telemetry, and fish salvage.
4. Assist with lamprey artificial propagation protocols at Walla Walla WEC lab (spawning, fertilization, and associated assessments).
5. Responsible for collecting, managing, and reporting lamprey life history data (e.g. Redd distribution, spawn timing, adults/redd, larval/juvenile production and survival, parent/progeny).
6. Responsible for QA/QC of collected data and entering data into CTUIR central data management system (CDMS).
7. Assist with development and completion of quarterly, semi-annual, and annual reports.
8. Assist with development and submission of project findings for publication in peer reviewed journals.
9. Responsible for supervising 2-6 full-time and seasonal staff.
10. Assist and/or share duties with staff as driver for project activities and coordination of equipment & vehicle needs.
11. Assist and/or share duties with staff in the safe operation of watercraft, ATV's/UTV's.
12. Responsible for the timely submission of staff time sheets, leave requests, and variation in work schedule requests.
13. Assist project leader in conducting performance reviews and identifying staff development needs.

14. Represent CTUIR and participate in project planning, scoping, and coordination associated with various lamprey projects across CTUIR ceded lands to effectively integrate with other programs.
15. Responsible for regularly informing Project Leader of project activities and status, work related issues, and staff performance. Promote a proactive and efficient working environment.
16. Coordinate data query and collection/dissemination with co-managers and project partners.
17. Represent CTUIR in professional society forums to disseminate project results and facilitate learning.
18. 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.

SUPERVISORY AUTHORITY: Direct supervision of project biologist (I) and technicians (I-III) (2-6 employees).

SIGNATORY AUTHORITY: Project timesheets, leave requests, travel authorizations, travel expense reports, varied work schedules, performance evaluations, and purchase requisitions.

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.)

The incumbent 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's degree from an accredited college or university in Fisheries or a closely related field, such as Environmental Science, Ecology or Biology with course work in fisheries related sciences.
2. Have at least two years of experience with data QA/QC, analysis, and reporting.
3. Have at least five years of total relevant experience (working outdoors, field team supervisory experience, natural resources related work, working with fish and other animals, working on and around the water) with three years performing at biologist level overseeing research and/or fish monitoring activities with demonstrable knowledge of:
 - a) Fisheries population dynamics.
 - b) Experimental design in lamprey and/or salmonid field sampling.
 - c) Data collection, statistical analysis, and reporting.
 - d) Supervision of biologists/technicians.
4. Must have a valid state driver's license and meet Tribal insurance requirements.
5. Must possess or obtain a valid Oregon Boater Education certification within 3 months of employment.
6. Demonstrate a satisfactory level of productivity and dependability based on previous employer references.
7. Experience with Microsoft Office Software (Word, Excel, Outlook, PowerPoint, and Access) and other PC software such as PITPRO, R studio, and PITAGIS to fulfill the data management, analysis, and reporting requirements of this position.
8. Willingness to work under a variety of adverse field conditions (e.g. hiking with gear to remote locations; hot, cold, and wet conditions involving up to 14-hour workdays wading in streams).
9. Must be able to effectively communicate by phone, email, etc., with people from a variety of agencies and cultures about the project objectives and methods.
10. This position requires that the individual be highly motivated with the ability to work both independently and as a team with excellent organizational skills.

SPECIAL ABILITY REQUIREMENTS:

1. Ability to write effectively and record data thoroughly and legibly.
2. Ability to maintain effective working relationships with other employees, the public, landowners and resource agency personnel.

PREFERRED EXPERIENCE: (not required)

1. Experience conducting research with various species of lamprey with ability to identify species characteristics.
2. Experience with statistical analysis and publishing articles in peer reviewed journals.
3. Masters or Doctorate Degree in related field.
4. Experience developing project proposals, planning of daily, weekly, and monthly field work and data collection, summarizing data, and completing reports.
5. Training and experience conducting fish sampling (e.g. snorkeling, electro-fishing, rotary trap operation, adult lamprey passage structures, spawning ground surveys, PIT tagging, collecting genetic samples, and other methods).
6. First aid and CPR training.

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.

SUPPORTIVE WORK ENVIRONMENT:

1. Exhibit a positive and enthusiastic attitude, a strong work ethic, and work well with others. Create and maintain a professional and positive work environment that encourages open constructive criticism of ideas and focuses on the prime goal of creating a healthy fisheries resource to achieve the mission statements of the CTUIR, DNR and Fisheries Program.
2. Communications: Keep others informed of work issues and results by maintaining quality communications. Work at the most direct and immediate level to resolve issues of conflicting personalities and needs.

ORGANIZATIONAL IMPROVEMENT:

1. Commitment to a philosophy of quality.
2. Display proactive view initiative and creativity to resolve problems, capitalize on opportunities in the job and assist co-workers when possible.
3. Cost-effective use of CTUIR's resources.

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

Primary Functions	% Time*	Days	Work Weeks
1. Project Development and Administration	15	39	7.8
2. Project Oversight and Implementation	35	91	18.2
3. Data Management, Analysis, and Reporting of Data	20	52	10.4
4. Supervisory Authority	10	26	5.2
5. Coordination; Internal and External	10	26	5.2

Secondary Functions

1. Assist other projects as needed	5	13	2.6
2. Disseminate data and information via CTUIR/DNR public outreach	5	13	2.6
Total	100	260	52

*Note: Percentages are estimates and may be applied to employee work plan & performance evaluation.

PHYSICAL ABILITIES:

1. Ability to carry/lift 50 pounds for at least 50 yards repeatedly during the workday over uneven and slippery terrain.
2. Ability to walk (3-5 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/stand and work at a computer workstation for several hours.
6. Ability to work modified work hours, nights, and weekends.

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. 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 Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 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.
8. Example of technical writing authored by applicant such as, a journal article, white paper, or progress report.

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: Jordan Bronson, HR Generalist, Office of Human
Resources

1/15/2025
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

