

541-429-7180



HumanResources@ctuir.org



46411 Timíne Way  
Office of Human Resources  
Pendleton, OR 97801

## **POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

<b>POSITION TITLE:</b>	Archaeologist I/II (1 position)
<b>SALARY:</b>	Pay Range: I \$48,311.76 to \$78,593.38 annual DOE/DOQ  Archaeologist II Pay Range 11-14 \$65,481.12 to \$119,268.80 annual DOE/DOQ
<b>DEPARTMENT:</b>	Department of Natural Resources, Cultural Resources Protection Program
<b>LOCATION:</b>	Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation Position is eligible to telework following the outlined procedures in the Tribal Personnel Policies Manual's Policy on Teleworking and Remote Work (as amended through BOT Resolution 25-003). Employee will be required to work a percentage of time on-site at Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation
<b>EMPLOYMENT STATUS:</b>	Full Time with benefits package Exempt
<b>SUPERVISED BY:</b>	Senior Archaeologist or Archaeologist II
<b>OPENING DATE:</b>	June 3, 2025
<b>CLOSING DATE:</b>	Open until filled with review June 12, 2025, June 19 <sup>th</sup> and June 26 <sup>th</sup> of complete packets

### **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**

The CTUIR Department of Natural Resources (DNR) has adopted a mission statement based on culturally recognized foods ("First Foods"). Each food, in the order, Water, Salmon, Deer, Cous, and Huckleberry, are protected by an associated Treaty right, including water rights, the right to fish, hunt, gather, and pasture livestock. The DNR Mission Statement is as follows:

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 resource policies and regulatory mechanisms.

## **Cultural Resources Protection Program Mission Statement**

The CRPP promotes the protection, preservation, and perpetuation of the CTUIR's culturally significant places and resources for the benefit of current and future generations.

## **GENERAL STATEMENT OF DUTIES**

The Archaeologist will be responsible for the protection and management of historic properties and First Foods resources within the Confederated Tribes ceded lands and traditional use areas by assisting in monitoring the compliance of federal, state, and tribal cultural resource laws and working with various entities. The Archaeologist will assist the Senior Archaeologist or Assistant Program Manager on National Historic Preservation Act (NHPA) Section 106 consultation projects, National Environmental Policy Act consultation projects, and the review of cultural resource reports. The Archaeologist will be responsible for the implementation, direction, and successful completion of cultural resource field projects.

## **EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES**

1. Work with CRPP staff to ensure that research, field work, and report writing are completed in a professional manner.
2. Oversee or assist in executing cultural resource field work – monitoring, pedestrian survey, testing, excavation, and remote sensing – at various locations within the CTUIR's ceded lands, traditional use areas and on the Umatilla Indian Reservation.
3. Conduct file and literature searches using the CTUIR Archive, Washington and Oregon State Historic Preservation Office records, public and/or private museums, universities, and other archival sources as appropriate.
4. Write cultural resource reports to CTUIR, Washington, and/or Oregon state standards using established report templates as directed by supervisor. Accession final reports into the CRPP Archive and geodatabase using established procedures.
5. Participate in various meetings with tribal and city governments, federal and state agencies, private companies, working groups, and contractors, representing the CTUIR in a constructive and positive manner and ensuring that the governments, agencies, companies, and contractors are following federal, state, and/or tribal cultural resources laws and codes.
6. Review and comment on NHPA consultation and compliance work including areas of potential effects, field methodologies, cultural resource reports, mitigation agreements, management plans, permits, memorandum of agreements, programmatic agreements and other pertinent documents.
7. Assist in negotiating potential work for archaeological and traditional use investigation studies including the development of cultural services consulting agreements, task orders, scopes of work and budgets to various governmental agencies, private entities, other tribes and CTUIR departments, programs, committees or commissions and the Board of Trustees.
8. Utilize GIS, remote sensing and photographic technologies as necessary to complete fieldwork, reports, and other tasks.
9. Assist in processing photographic, GIS and remote sensing data.

10. Review and comment on draft cultural resource and traditional use reports compiled by the CRPP.
11. Work with CRPP oral history staff to understand historic properties of religious and cultural significance to the CTUIR to ensure they are protected, managed and/or mitigated for.
12. Prepare progress reports on work accomplished.
13. Work to complete projects on time and manage project budgets effectively.
14. Assist with training and mentoring tribal archaeological field staff.
15. Work with other tribal staff on First Food related projects.
16. Assist and participate in CRPP education and outreach activities as assigned.
17. Attend training that will augment the skills needed to perform the work detailed above.
18. Carry out other duties as assigned by supervisor or the Program Manager.

**SUPERVISORY AUTHORITY:**

Will be responsible for supervision of archaeological field staff on project-by-project basis.

**SIGNATORY AUTHORITY:**

None

**ACCESS TO SENSITIVE AREAS:**

CRPP Archive

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

**REQUIRED MINIMUM QUALIFICATIONS FOR ARCHAEOLOGIST I:**

**1. Master's Degree preferred, but also considering applicants with a Bachelor's Degree.**

- Master's Degree in archaeology, Anthropology, or closely related field; AND
- Completion of an archaeological field school from an accredited university; AND
- Demonstrated ability to carry research to completion; AND
- Must be able to acquire a letter from Oregon State Historic Preservation Office stating that the applicant is considered an Oregon Qualified Archaeologist capable of applying for archaeological permits within six (6) months of hire date.

**OR**

- Bachelor's Degree in archaeology or Anthropology; AND
  - Completion of an archaeological field school from an accredited university; AND
  - Six (6) months of experience with a wide range of archaeological field and archaeological office tasks, including archaeological survey, testing, excavation, artifact analysis, monitoring, and reporting.
2. Must have excellent written and oral communication skills.
  3. Must have a proven ability in and familiarity with the following:
    - producing deliverables or work products in a timely fashion,
    - archaeological field methods and site documentation,
    - ArcGIS, database, and word processing programs, and
    - experience in lithic analysis
  4. Must have experience with archaeological field methodologies.
  5. Must be able to work with a variety of colleagues and agency personnel.
  6. Must practice and support "team player" philosophy.
  7. Must have the 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. Must possess a valid driver's license and be able to meet insurance requirements for driving a GSA vehicle.

**PREFERRED QUALIFICATIONS:**

1. One (1) year of experience with a wide range of field and office tasks, archaeological survey, testing, excavation, artifact analysis, monitoring, and reporting.
2. Ability to carry research to completion.
3. Demonstrated knowledge of applicable federal and state cultural resource laws.
4. Ability to analyze and interpret legal and technical cultural resource issues.
5. Knowledge of Columbia Plateau pre- and post-contact history.
6. Experience working with Native American tribes.
7. Experience working in a supervisory capacity.
8. Experience with remote sensing.

**PHYSICAL DEMANDS:**

1. Ability to sit for long hours at a computer using a keyboard and mouse.
2. Ability to carry and lift up to 30 lbs. over shoulder height.
3. Ability to sit for long hours in automobiles and/or airplanes while traveling.
4. Ability to walk up and down various terrain types and dig in various soil types for long hours and consecutive days.

**REQUIRED MINIMUM QUALIFICATIONS FOR ARCHAEOLOGIST II:**

1. Master's Degree in Archaeology, Anthropology or closely related field; AND
2. Completion of an archaeological field school from an accredited university; AND
3. Three (3) years of cultural resource management experience including experience with a wide range of field and office tasks, archaeological survey, testing, excavation, artifact analysis, monitoring, and reporting; AND
4. Demonstrated ability to carry research to completion; AND
- 5.
6. Advanced technical and specialized skills, writing, data collection, analysis, project development, training and education; AND
7. Must be able to produce a letter from Oregon SHPO stating that the applicant is considered an Oregon Qualified Archaeologist capable of applying for archaeological permits.
8. Be able to demonstrate knowledge of applicable federal and state cultural resource laws.
9. Must have excellent written and oral communication skills.
10. Must have a proven ability in and familiarity with the following:
  - producing deliverables or work products in a timely fashion,
  - archaeological field methods and site documentation,
  - ArcGIS, database, and word processing programs, and
  - experience in lithic analysis
11. Must have experience with archaeological field methodologies.
12. Must be able to work with a variety of colleagues and agency personnel.
13. Must practice and support "team player" philosophy.
14. Must have the 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.
15. Must possess a valid driver's license and be able to meet insurance requirements for driving a GSA vehicle.

**PREFERRED QUALIFICATIONS:**

1. One (1) year of direct supervisory experience.
2. Be able to analyze and interpret legal and technical cultural resource issues.
3. Knowledge of Columbia Plateau pre- and post-contact history.
4. Experience working with Native American tribes.



5. Experience with remote sensing.

**PHYSICAL DEMANDS:**

1. Ability to sit for long hours at a computer using a keyboard and mouse.
2. Ability to carry and lift up to 30 lbs. over shoulder height.
3. Ability to sit for long hours in automobiles and/or airplanes while traveling.
4. The ability to walk up and down various terrain types and dig in various soil types for long hours and consecutive days.

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 with references identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form (both sections, if applicable)
5. Copy of official college transcripts.
6. Writing sample, preferably a cultural resources report but a college/graduate school papers is acceptable.
7. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
8. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

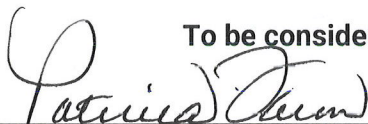
**APPLICANT RESPONSIBILITY**

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 Recruiting  
46411 Timíne Way  
Pendleton, OR. 97801  
Phone: (541)429-7180  
Email: HumanResources@ctuir.org

**To be considered, application package must be post marked by the closing date.**

  
Approved: Patricia Farrow, Staffing and Recruitment Specialist

04/03/2025  
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.)*

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Applicant Signature

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Date

