

541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Toxicology Technician
SALARY:	Pay Range 5-6 \$35,316.96-\$60,855.12 annual DOE/DOQ
DEPARTMENT:	Department of Natural Resources, Energy and Environmental Sciences Program
LOCATION:	Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation with travel to EESP Field Office in Richland WA
EMPLOYMENT STATUS:	Full Time with benefits package Non-Exempt <i>This is a grant funded position and is contingent upon grant funding.</i>
SUPERVISED BY:	Environmental Toxicologist
OPENING DATE:	August 29, 2025
CLOSING DATE:	September 16, 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.

GENERAL STATEMENT OF DUTIES

The Toxicology Technician will support the Department's mission by playing a pivotal role in the practical aspects of toxicological research, sample preparation, and analysis. The technician will be instrumental in ensuring the efficient functioning of the toxicology lab.

DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT:

The Department of Natural Resources mission is 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.

ENERGY AND ENVIRONMENTAL SCIENCES PROGRAM MISSION STATEMENT:

The Energy and Environmental Sciences Program (EESP) mission is to identify and resolve environmental contaminant threats to the First Foods through scientific excellence.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. **Toxics Inventory and Strategic Plan Support:** Coordinate the development and maintenance of the CTUIR Toxics Inventory and Strategic Plan by managing spreadsheets, organizing data, tracking timelines, and supporting collaboration across tribal departments and partner agencies.
2. **Meeting Coordination and Documentation:** Schedule and support planning and technical meetings. Record detailed notes, track follow-up actions, and ensure accurate documentation is organized and accessible.
3. **Document and File Management:** Complete and organize administrative forms, correspondence, and project materials. Maintain secure network folders and filing systems that support version control and responsible data sharing.
4. **Community Outreach and Education:** Assist with development of culturally relevant outreach materials and events to share information about toxics, First Foods, and health. Help collect and document community concerns and questions.
5. **Brownfield Inventory Maintenance:** Update the CTUIR Brownfield Inventory with new information on site conditions, cleanup progress, and associated toxics, including incorporation of community-identified concerns.
6. **Fieldwork and Environmental Sampling:** Support field data collection and environmental sampling (e.g., water, soil, vegetation, biota) on an occasional basis in alignment with program priorities.
7. **Grant and Report Writing Support:** Assist with preparing technical content, data summaries, and attachments for grant applications and required agency reporting (e.g., EPA biannual reports).
8. **Stakeholder Coordination and Communication:** Maintain clear communication with internal and external partners, including tribal staff, researchers, and agency contacts. Support coordination of shared priorities and reporting deliverables.
9. **Partnership Tracking and Toxics Reduction Opportunities:** Maintain a current list of key partners, organizations, and initiatives related to toxics reduction, green infrastructure, or policy reform. Help track engagement and emerging collaboration opportunities.
10. **Workshop and Event Support:** Provide logistical support for public workshops, interdepartmental trainings, and engagement events. Prepare printed materials, manage attendance, and take notes to support follow-up.
11. **Data Entry and Information Synthesis:** Input and organize data using spreadsheets and databases. Help interpret findings from environmental monitoring, literature, and community input to inform planning documents.
12. **Professionalism, Confidentiality, and Safety:** Maintain confidentiality of sensitive data and uphold CTUIR standards of professionalism, cultural respect, and safety in office, lab, field, and community settings.

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.)

1. **Education:** Associate's degree in environmental science, public health, Native American studies, public administration, communications, or a related field. Bachelor's degree preferred but not required.
2. **Writing and Communication Skills:** Demonstrated ability to write clearly and concisely, including meeting notes, memos, and summary reports. Must be able to tailor written materials for both technical and general audiences.
3. **Data and Document Management:** Proficiency in organizing, tracking, and summarizing data using tools such as Microsoft Excel, Word, and shared file systems. Experience maintaining digital records in a professional or academic setting.
4. **Organizational and Project Support Skills:** Strong ability to manage multiple tasks, track timelines, and support team coordination across projects. Experience scheduling meetings, organizing materials, and following through on assigned actions in a professional and timely manner.
5. **Cultural Awareness and Community Engagement:** Interest in supporting culturally responsive environmental work. Ability to interact respectfully with tribal members, elders, and community partners.
6. **Professional Conduct and Confidentiality:** Must maintain a high standard of professionalism and confidentiality when working with sensitive or culturally significant materials.
7. **Technology Proficiency:** Comfortable using Microsoft Office (Word, Excel, Outlook, PowerPoint), shared drives, virtual meeting platforms (e.g., Teams), and other basic office technologies.
8. **Field and Event Support Readiness:** Willingness to support occasional field sampling or community events with appropriate training. No prior lab or field experience required.
9. **Valid Driver's License:** Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to use seated and/or standing workstations.
3. Ability to lift 30 pounds.
4. Ability to stand and walk around for long periods of time.
5. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and 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 §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.
8. **Technical writing sample (5-20 pg. minimum) must be included with application materials.**

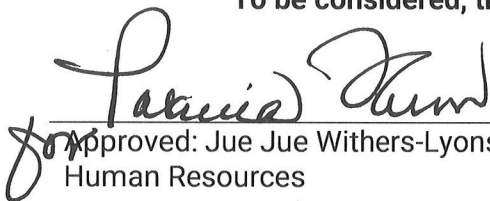
APPLICANT RESPONSIBILITY

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

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


Approved: Jue Jue Withers-Lyons, Assistant Director, Office of
Human Resources

08/28/2025
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

