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

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Biologist I/Aquatic Lab Manager

SALARY: Pay Range: 8
$39,101.28 to $70,227.12 annual
DOE/DOQ

DEPARTMENT: Department of Natural Resources

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: Freshwater Mussel/Lamprey Project Leader (s)

OPENING DATE: June 17, 2019

CLOSING DATE: Open until filled, with review of complete applications
June 29, 2019

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:** 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 individual will assist in the research, monitoring and evaluation of freshwater mussels and lamprey in a manner consistent with CTUIR treaty reserved rights and interests within the Walla Walla Community College laboratory and other areas as needed in Northeast Oregon and Southeast Washington. This individual will conduct and supervise freshwater mussel/lamprey laboratory experiments for fish host studies, artificial propagation, etc.; conduct lamprey tagging and holding experiments, conduct lamprey and mussel artificial propagation experiments; operate and maintain sampling equipment; participate in mussel and lamprey field operations; collect and manage data according to established protocols as directed by supervisor (s).

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**
1. Assist in qualitative and quantitative laboratory experiments for freshwater mussels and lampreys.
2. Participate in mussel and lamprey supplementation, propagation, field experiments and operations.
3. Develop and maintain positive working relationships with Tribal employees, state and federal resource agency personnel, the public and others involved with freshwater mussel and Pacific lamprey conservation efforts in the western United States.
4. Data management and present findings in scientific forums.
5. Ability to respond to after-hours and weekend alarm system calls and diagnose related problems associated to laboratory experiments (pumps, chillers, UV lights, etc.) and take corrective action to fix problems within the re-circulating system as per supervisor (s).

**SUPERVISORY AUTHORITY:**
Supervise technicians in field and laboratory work. Supervise students during site visits to, and activities in, the Walla Walla WEC laboratory.

Biologist I/Aquatic Lab Manager
DNR FISHERIES PROGRAM

Page 2 of 7

Revised 6/17/19
SIGNATORY AUTHORITY:
None

ACCESS TO SENSITIVE AREAS:
None.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicants to show they fully meet the minimum qualifications).
1. Master’s degree or a Bachelor’s degree in Fisheries Science, or a closely related field, and two years of relevant aquatic laboratory work experience.
2. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, directives, and emails. Must possess and demonstrate good writing, spelling, proofing, grammar, and punctuation skills.
3. Must have the ability and interest to greet the public and handle difficult situations in public forums in a professional and courteous manner.
4. Must have extensive knowledge with computer processing equipment and software, including: Access, Word, Excel, Power Point, Outlook, Adobe, and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
5. Considerable knowledge of general office practices and procedures. Individual must be highly organized.
6. Be physically fit and have experience working in rivers, snorkeling, and conducting fisheries field surveys.
7. Must have ability to respond to laboratory alarm calls on weekends and after normal work hours, diagnose and take corrective action on issues independently.
8. Must have a valid driver's license and be able to drive and meet insurance requirements for government vehicles.
9. Demonstrate a satisfactory level of productivity and dependability based on previous employer references.

PHYSICAL DEMANDS (required):
1. Ability to comfortably walk along streams and rivers all day, five days a week, for seven to eight months of the year.
2. Ability to effectively deal with frequent bear, cougar, moose, and rattlesnake encounters.
3. Ability to carry two five gallon buckets full of water for at least 100 yards repeatedly during a workday over uneven and slippery terrain.
4. Ability to travel or work long hours including nights, holidays, and weekends.
5. Ability to maintain an effective working relationship with other employees, the general public, landowners and resource agency personnel.
6. Ability to write effectively.

Table 1. Estimated Allocation of Job Functions (based on 1,950 hours/yr)
*Note: Percentages will be applied to employee work plan & performance evaluation.

<table>
<thead>
<tr>
<th>Primary Functions</th>
<th>% Time</th>
<th>Days</th>
<th>Work Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Set up and run wet lab operations for FW Mussel and lamprey experiments at WWCC WEC</td>
<td>70</td>
<td>182</td>
<td>36.4</td>
</tr>
</tbody>
</table>
2. Collect, record and report data from experiments as per direction of project leaders  

<table>
<thead>
<tr>
<th></th>
<th>15</th>
<th>39</th>
<th>7.8</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Participate in freshwater mussel and lamprey field work</td>
<td>10</td>
<td>26</td>
<td>5.2</td>
</tr>
<tr>
<td>4. Maintain positive working relationships and assist other projects (e.g., salmonid experiments) as needed</td>
<td>5</td>
<td>13</td>
<td>2.6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
<td><strong>260</strong></td>
<td><strong>52</strong></td>
</tr>
</tbody>
</table>

**PREFERRED Experience: (beneficial but not required)**

1. Experience and ability to independently set up laboratory equipment to conduct freshwater mussel and/or lamprey experiments.
2. Knowledge of propagation (inoculation, fertilization, juvenile collection, etc.) methods for freshwater mussel and/or lamprey.
4. Conduct various field work (habitat surveys, population sampling, etc.) for Pacific lamprey and freshwater mussels.

**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.
   a. Keep others informed of work issues and results by maintaining quality communications.
   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 supervisors, co-workers, tribal members, land owners, and personnel affiliated with city, county, state and federal agencies.

**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.

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 and Procedures 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

Biologist I/Aquatic Lab Manager
DNR FISHERIES PROGRAM
Page 5 of 7
Revised 6/17/19
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.

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 Timíne 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, 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