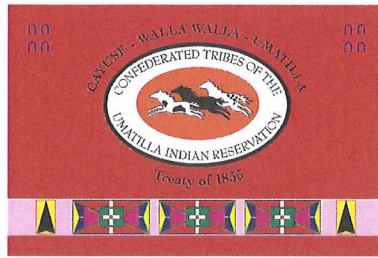


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMINE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Fisheries Technician II/III – Umatilla Monitoring & Evaluation Project

SALARY: Pay Range: 5-6 (Fish Tech II: \$30,931 - \$53,297)
6-7 (Fish Tech III: \$34,356 - \$59,095)
DOE/DOQ

DEPARTMENT: Department of Natural Resources, Fisheries Program

LOCATION: Nixyaawii Governance Center, 46411 Timine Way, Pendleton, OR 97801

EMPLOYMENT STATUS: Full Time with benefits package
Non Exempt

SUPERVISED BY: Umatilla M&E Project Leader and Project Biologists

OPENING DATE: July 18, 2022

CLOSING DATE: Open until filled, first review August 12, 2022

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: 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: 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: 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 will conduct field work and collect data for the Umatilla Natural Production Monitoring and Evaluation Project and may provide support to other projects within the CTUIR ceded area. This position will assist with monitoring and evaluating steelhead, spring Chinook, and bull trout populations in a manner consistent with the CTUIR treaty rights and interests.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Supervise seasonal and regular field technicians with biologists (Tech III only).
2. Assist other projects and perform related duties as directed.
3. Assist in writing and editing project reports including creating tables and figures (Tech III).
4. Conduct project monitoring activities including: electro fishing, PIT tagging, trap installation and operation, juvenile sampling, spawning surveys, radio tagging, radio tracking, and fish salvages. Work often includes the fabrication, modification, and repair of sampling gear.
5. Collect and record data neatly, completely, accurately and according to project protocols. Copy original data sheets and submit to supervisor daily or on the first workday of the week for weekend and/or remote surveys. Enter data into the computer according to data management protocols.
6. Work variable and flexible schedules, including long shifts, beginning any hour of the day or night and any day of the week.
7. Proper care and use of project equipment. Maintain gear in good working condition. Replace or repair equipment as needed, report any damaged, lost, or stolen equipment to supervisors immediately.
8. Develop and maintain positive working relationships with Tribal employees, state and federal resource agency personnel, the public and others involved with salmonid/lamprey recovery in the Columbia River Basin and tributaries.

SUPERVISORY AUTHORITY:

Fish Tech II: None

Fish Tech III: Supervise seasonal staff

SIGNATORY AUTHORITY:

Fish Tech II: Purchasing on open purchase orders

Fish Tech III: Purchasing on open purchase orders and seasonal staff timesheets

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 Technician II: Responsible & Reliable

1. Possess a High School Diploma or Equivalent;
2. Have at least two years of relevant experience (working outdoors, fabrication, natural resources related work, working with fish and other animals, working on and around the water);
3. Be physically fit and able to conduct spawning surveys daily;
4. Possess a valid state driver's license, reliable transportation, and meet Tribal insurance requirements, and
5. Demonstrate a satisfactory level of productivity and dependability based on previous employer references.

Fish Technician III: Responsible & Reliable

1. Possess a two year or higher 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 relevant experience (working outdoors, fabrication, natural resources related work, working with fish and other animals, working on and around the water);
3. Be physically fit and able to conduct spawning surveys daily;
4. Possess a valid state driver's license, reliable transportation, and meet Tribal insurance requirements;
5. Demonstrate a satisfactory level of productivity and dependability based on previous employer references;
6. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, and
7. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision;

Preferred Experience (not required)

1. Experienced with trapping and handling adult and juvenile salmonids.
2. Experienced in the outdoors.
3. Experienced identifying fish and collecting related data.
4. Experienced PIT-tagging Juvenile salmonids.
5. Experienced using PIT tag software, Excel and Microsoft Word.
6. Ability to communicate clearly.

SERVICE OBJECTIVE: Responsibilities to Tribal Community

- Responsive to community goals and Tribal treaty rights for native aquatic community protection and restoration for the purpose of maintaining an active Tribal culture.
- Performs job in a professional and ethical manner.
- Courteous and respectful to community members.

SUPPORTIVE WORK ENVIRONMENT:

- 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.
- 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.
- 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:

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

Table 1 Estimated Allocation of job Functions (based on 1950 hours/year)			
Primary Function	% time	# of Days	Work weeks
Conduct spawning surveys	30	78	15.6
Operate fish traps, handle, identify and mark fish	30	78	15.6
Conduct fish snorkel surveys	15	39	7.8
Collect, Tabulate, and manage data.	15	39	7.8
Maintain project equipment readiness	5	13	2.6
Secondary Functions			
Assist Other Projects as Needed	3	7.8	1.6
Maintain a positive and effective working relationships	1	2.6	0.5
Attend career development related functions.	1	2.6	0.5
Total	100	260	52

PHYSICAL DEMANDS:

- Ability to walk along streams and rivers all day, five days a week, for ten to eleven months of the year over uneven and slippery terrain.
- Ability to lift and carry up to 50lbs of equipment on the side or back of your body for several hours a day.
- Ability to work under inclement weather
- Ability to effectively deal with frequent bear and snake encounters.
- Ability to travel, work long hours including nights and weekends.
- Ability to write effectively and record data thoroughly and legibly.
- Ability to sit at a computer work station for multiple hours a day.

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.

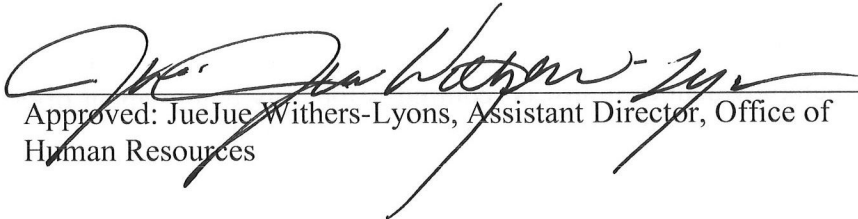
APPLICANT RESPONSIBILITY

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.


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

4/10/2022
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