

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 Timine Way, PENDLETON, OR 97801
(541) 276-3570 FAX (541)429-7180
www.umatilla.nsn.us



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

TITLE: Environmental Specialist (Biologist)

SALARY: \$90,000.00 - \$110,000.00 annually
Range 14

EMPLOYMENT STATUS: Full Time with benefits package

LOCATION: Pendleton Oregon or Richland WA; CTUIR Department of
Science and Engineering Offices

SUPERVISED BY: Biological Resources Program Manager

SUPERVISION EXERCISED: None

OPENING DATE: March 1, 2010

CLOSING DATE: March 15, 2010

MISSION STATEMENT FOR CTUIR:

Exert the Tribe's sovereign authority to protect the rights reserved by the treaty of 1855 and to promote the interest of members and residents of the Umatilla Indian Reservation in a manner that enhances and achieves the maximum degree of self-government, self-sufficiency, and self-determination in all Tribal affairs.

GENERAL STATEMENT OF DUTIES:

DOSE Environmental Specialist (Biologist)

Revised: March 1, 2010

The Department of Science and Engineering develops and applies science to solve issues which are of importance to the people of the CTUIR. We are seeking an exceptional individual to work in our Department of Science and Engineering (DOSE) to provide terrestrial and aquatic biology, primarily related to DOE's Hanford nuclear site. This position is funded by DOE funds.

EXAMPLES OF DUTIES/RESPONSIBILITIES:

Typical job assignments will include:

1. Provide overall analysis on the biological impacts, both near term and long term, from the Hanford nuclear site on the CTUIR fisheries and aquatic resources in and near the Columbia river.
2. Develop and promote CTUIR's Hanford Policy and implement strategies to ensure the effective clean up of the Hanford nuclear site to reduce and eliminate impacts to CTUIR treaty rights and resources
3. Participate in natural resource/environmental science services/activities for site assessments. Review existing studies and as needed collect additional field data, or collate and analyze data collected by others to determine the sufficiency of this information to accurately Collect original field data, or collate and analyze data collected by others. Demonstrate knowledge of field sampling methods and ability to write QAPP/SAP documents.
4. Participate in biotic and abiotic sampling campaigns such as fish tagging for population structure and health, hyporheic zone investigations, other biology surveys, and review ongoing studies and develop authoritative reports on the studies to help shape federal and tribal policy on clean up standards, mitigation actions, and long term strategies to protect and restore the health of the Columbia river ecosystem.
5. Review and analyze technical documents such as ecological risk assessments relating to arid lands terrestrial species, aquatic and riparian species, and Hanford-specific hyporheic and terrestrial ecological toxicology.
6. Participate in reviewing the biological Dose Assessment Committee methods and radiological dose limits (radioecology), and other sampling and analysis plans and study designs.
7. Work with other CTUIR DOSE staff to develop proposals for new areas of research to expand the CTUIR capability in science and engineering.
8. Represent the CTUIR as a scientific representative at a variety of meetings and forums.
9. Assist the DOSE Program Managers with the presentation of issues and proposed strategies in a team setting to appropriate CTUIR policy makers.

10. Draft documents and other communications for policy makers, under the direction of the Program Manager, on issues that fall within the missions of the DOSE.
11. Assist in conducting public relations outreach work with the CTUIR community and work with tribal youth in order to promote technology-related skills and careers.
12. Work with other members of the DOSE staff to propose research projects, conduct and implement the research, and present/publish results.
13. Other duties as assigned by the Biological Resources Program Manager or the Department Director.

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

1. Bachelors degree (Master's preferred) in fisheries biology, or related field and 10 years experience in fisheries biological analysis, policy development, or natural resources management. A Masters degree may be substituted for 2 years of work experience.
2. Demonstrated experience in biological analysis and research techniques.
3. Demonstrated experience in tribal policy analysis and program development and grant writing.
4. Understanding and working knowledge of CTUIR tribal treaty rights, fishery and aquatic resources, tribal government operations, federal trust relationships, and tribal history and customs.
5. Demonstrated understanding of U.S. environmental regulations. Familiarity with Natural Resource Damage Assessment (NRDA) is a plus.
6. Good verbal and written communication skills with a demonstrated ability to present complicated technical material to both technical and lay groups. Ability to translate technical analysis to policy makers for effective decision making.
7. Demonstrated ability to conduct research and publish results.
8. Excellent organizational, time and priority management skills.
9. Applicants must have a valid driver's license and meet Tribal insurance requirements.

OVERTIME:

This position is not eligible for over time pay.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS OF THIS POSITION:

- Overnight and short term travel can be also expected.
- Work is typically performed in an office environment with extensive use of a computer and telephone communications.
- Required to drive Tribal owned vehicles.
- Must be able to carry 30 lbs over uneven terrain for extended periods of time.
- Must have the knowledge and ability to wear personal protective equipment such as safety goggles, coveralls, chemical masks, gloves, and boots. Must be able to conduct health and safety reviews prior to field days.
- Some weekend work to meet deadlines may be required.
- This position requires regular attendance during the CTUIR work hours 7:30 am to 4:00 pm and work week (Monday – Friday).

Pursuant to the Tribal Workers’ Benefit Code, Section 4.02A. “All workers are required to disclose any pre-existing physical or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.”

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. 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.
- c. 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 section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All Confederated Tribes of the Umatilla Indian Reservation positions are competitive. All employment applications and supporting material will be evaluated based on the relevance of the applicant’s qualifications and experience to this position. Applicants who demonstrate that they meet the desired qualifications and experience will be considered qualified to compete for this position and be eligible for an interview.

The Confederated Tribes of the Umatilla Indian Reservation reserves the right to make selection of new employees based on **UMATILLA TRIBAL PREFERENCE AND INDIAN PREFERENCE.**

DRUG FREE WORKPLACE POLICY:

“The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees 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 Monday, March 15, 2010 at 4:00 p.m. or postmarked by closing 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.

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 application for **Sensitive Tribal Positions.**
5. Copy of **official college transcripts.**
6. List of four **professional references.**
7. A **sample portfolio** of field research results, technical analysis, and other relevant materials developed by the applicant.
8. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
9. Veterans’ 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.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT EVIDENCE TO SHOW THEY FULLY MEET THE QUALIFICATION REQUIREMENTS.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Attn: Office of Human Resources
46411 Timine Way
Pendleton, OR 97801
(541) 276-3570 or Fax: (541) 429-7180

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

Approved by: Dennis Fortney, Human Resources Director

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