

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



**POSITION DESCRIPTION AND VACANCY ANNOUNCEMENT**

**TITLE:** Environmental Specialist (Restoration Ecologist)

**SALARY:** \$80,000.00 - \$100,000.00  
Range 14

**EMPLOYMENT STATUS:** Full Time with benefits package

**LOCATION:** Pendleton, Oregon; CTUIR Department of Science and Engineering

**SUPERVISED BY:** Biological Resources Program Manager

**SUPERVISION EXERCISED:** None

**OPENING DATE:** March 1, 2010

**CLOSING DATE:** March 31, 2010

**MISSION STATEMENT OF THE CTUIR:**

In the best interests of the Confederated Tribes of the Umatilla Indian Reservation, the Board of Trustees shall exert the Tribes' sovereign authority to protect the rights reserved by the Treaty of 1855 and to promote the interests of the members and residents of the Umatilla Indian Reservation. The Board of Trustees shall exercise the authority of the Confederated Tribes so as to promote, enhance, and achieve the maximum degree of self-government, self-sufficiency, and self-determination in all Tribal affairs. Doing so objectively and ably is the abiding mission of the Board of Trustees of the Umatilla Indian Reservation.

**GENERAL STATEMENT OF DUTIES:**

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.

**JOB DUTIES & RESPONSIBILITIES:**

Typical job activities will include:

1. Establish, maintain, and enhance CTUIR field test plots for Hanford Specific ecological unit and subunits. The purpose of the test plots is to replicate Hanford shrub-steppe ecology.
2. Support the DOSE in Hanford Natural Resource Injury Assessment. Specific tasks will include:
  - Review and analyze technical documents and participate in comment development in support of CTUIR policies.
  - Confirm and document maps of the Hanford shrub steppe baseline habitat conditions.
  - Develop recommendations for shrub steppe revegetation project design and implementation reclamation plans, monitoring plans based on field data.
  - Recommend methods for returning natural ecosystems to natural conditions in a sustainable manner.
  - Track Hanford mitigation action plans and reports; participate in revegetation and reclamation planning and implementation.
  - Support policy development and legislative action in the areas of native vegetation, climate change, restoration, carbon sequestration, and the like.
3. Recommend and implement methods for native plant propagation in departmental greenhouses. Specific tasks will include:
  - Design, oversee installation, and operation of internal greenhouse infrastructure (watering, lighting, climate control, automation, pest and disease control, etc.).
  - Supervise and teach technicians to operate the technical equipment necessary to replicate Hanford specific plants.
  - Keep detailed records; schedule weekend support and seasonal field help; and other management functions.
  - Conduct research and publish propagation methods.
  - Coordinate soil testing for nutrients and metals.
  - Design and supervise field transplanting and monitoring field trials and resting of transplanting regimes, with documentation and reporting.
  - Maintain field plots and outdoor nursery and other out-planting and/or restoration areas, with documentation and reporting.
  - Design and supervise seed collection, seed analysis, and biochemical and microscopic methods related to germination and viability.
  - Establish and maintain seed bank and herbarium. Photodocument collections.
4. Work with other CTUIR DOSE staff to develop proposals for new areas of research to expand the CTUIR capability in science and engineering; conduct the research and present/publish results.
5. Represent the CTUIR as a scientific representative at a variety of meetings and forums.

6. Develop and maintain university collaborations.
7. Assist the DOSE Program Managers with the presentation of issues and proposed strategies to appropriate CTUIR policy makers.
8. 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.
9. Conduct outreach work with CTUIR Tribal youth in order to promote science-based skills and careers. Provide training opportunities, educational outreach, and similar mentoring activities.
10. Other duties as assigned by the Biological Resources Program Manager.

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

1. A Masters degree (PhD preferred) in botany, horticulture, ecology or a related field and 5 years experience. A PhD may be substituted for 2 years of work experience. Experience in environmental horticulture, horticultural science, botany, xeriscaping, biochemistry, plant nutrition and physiology, ecology, agronomy, plant pests and diseases, or restoration methods are desirable.
2. Demonstrated capability in Hanford-specific native plant identification, seed collection and storage, and herbarium archiving.
3. Demonstrated success in acquisition and performance of grants and contracts, attention to detail, and reporting.
4. Demonstrated experience in active restoration, documentation, monitoring, and related field work, with publications.
5. Good verbal and written communication skills with a demonstrated ability to present complicated technical material to both technical and lay groups.
6. Excellent organizational, time and priority management skills.
7. Applicants must have a valid driver's license and meet Tribal insurance requirements.

**PHYSICAL DEMANDS & WORKING CONDITIONS:**

- 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 Wednesday, March 31, 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.

**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 Timíne 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.**

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Approved by: Dennis Fortney, Human Resources Director

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Date

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**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