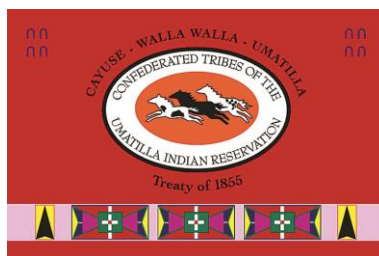


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Forester

SALARY: Pay Range: 9
\$38,927.16 to \$69,910.56 per year DOE/DOQ

DEPARTMENT: Department of Natural Resources: Range, Agriculture and Forestry Program

LOCATION: Nixyaawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package

SUPERVISED BY: Supervisory Forester

OPENING DATE: May 11, 2015

CLOSING DATE: Open until filled, First Screening May 22, 2015

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 Forestry program is responsible for the ecological enhancement, economic development and sustainable use of forest resources of allotted, Tribal trust and Tribal fee patent lands for the Confederated Tribes of the Umatilla Indian Reservation. The Forester assists with development and implementation of activities and functions to carry out provisions of CTUIR missions and 25 CFR. The Forester develops, implements, and continues programs designed to secure optimum conservation and utilization of soil, water, and forestry resources to provide a reasonable income to Indian landowners consistent with other resource values. The CTUIR employs the best available science to forward our mission

through participation in policy, administrative processes, public outreach and education. The position will be under the supervision of the Supervisory Forester. The Forestry Program is required to:

- 1) Integrate the protection, conservation, utilization, and enhancement of Tribal fee, trust and/or restricted Indian forestry lands with the desires of the beneficial owners;
- 2) Ensure that beneficial owners receive fair market value for forestry production; and
- 3) Accomplish 1 and 2 in conjunction with natural resource management objectives and cultural values of the Tribes.

DEPARTMENT AND PROGRAM BACKGROUND:

The CTUIR Department of Natural Resources (DNR) has adopted a mission statement based on protecting and enhancing culturally recognized foods (“First Foods”), including plant community components for which the Forestry Program is primarily responsible. The DNR Mission Statement is as follows:

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 utilizing 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.

In support of the DNR Mission, the Range, Agriculture and Forestry Program mission statement is as follows:

To protect, restore and enhance first foods through stewardship of range, agricultural and forested lands to provide cultural, ecological, economic and social benefits for the Confederated Tribes of the Umatilla Indian Reservation. In accomplishing this mission the Range, Agriculture and Forestry program encourages stakeholders to conserve, develop and use natural resources for long term sustainability.

Food plants of cultural importance to the CTUIR include below-ground bulb plants represented in the First Food order by cous (*Lomatium cous*) and above-ground fruiting plants represented by huckleberry (*Vaccinium membranaceum*). Therefore, the management of forested lands must take into account ecological processes that protect and enhance these foods in addition to providing forage and habitat for upland wildlife species, domestic livestock and forest stand development.

Foresters work by developing healthy forest environments by ensuring proper tree selection and stocking for the given environment of each stand, providing specifications for prescribed burning, developing management scenarios for enhancement of big game and culturally sensitive food plants. The Supervisory Forester shall develop forest treatment schemes using ecological principles to determine the effects of current and future impacts to Umatilla Indian Reservation forested lands.

The Forester will help inform on and implement activities that enhance the first foods of the Umatilla Indian Reservation and incorporate alternatives for forest land management as they pertain to the overall goals and objectives of the CTUIR. Criteria for comparing and assessing management alternatives may include on and off-site environmental effects, cost/benefit analysis, and interrelated social and economic factors.

EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

MAJOR DUTIES

1. **Forest Management:** Serves as a staff specialist for implementing commercial and non-commercial silvicultural treatments on the Umatilla Indian Reservation. Participates in the preparation and execution of programs and projects associated with implementation of the CTUIR Forest Management Plan.

2. Project Supervision: Responsible for overseeing project operations and forest stand treatment activities on the Umatilla Indian Reservation forested areas to meet safety protocols, project specifications and reporting requirements. This position is responsible for supervising two full-time permanent forestry technicians and occasional seasonal technicians.
3. Forest Inventory/Evaluation: Conducts examinations of forest stands and evaluates the conditions found. Recommends actions to achieve goals and objectives of the CTUIR Forest Management Plan. Assists with cruising of forest stands, performs timber appraisal, and prepares reports of current timber volumes necessary for appraisal of land values.
4. Forest Vegetation Treatment: Develops and may implement pre-commercial silvicultural prescriptions and/or actions for treatment of forest stands to maintain healthy yet fully stocked conditions.
5. Timber Sales: Recommends and executes contract timber sales to achieve resource management objectives. This includes sale design; layout, cruising and marking; and timber sale contract inspections to insure compliance with the standards and guidelines in the CTUIR Forest Management Plan as well as all applicable rules and regulations. Assists with insuring collection of Trust Funds consistent with regulations' and mandates of the Trust Asset and Accounting Management System (TAAMS).
6. Environmental Compliance: Assists in the preparation of Tribal permit application, environmental analysis reports and biological evaluations necessary to comply with provisions of the National Environmental Policy Act, Endangered Species Act and CTUIR mandates and laws.
7. Collateral Duty: Provides support to staff of CTUIR programs as time and funding allow. Acquire membership and participate in professional organizations that work to maintain and enhance ecosystem function on the Umatilla Indian Reservation.
8. Fire/Fuels Program: Participation in the Bureau of Indian Affairs Fire Program is extended to each Range, Agriculture and Forestry Program member. Employees working in forested environment are strongly encouraged to participate in fire suppression and prescribed fire.

Table 1. Estimated Allocation of Job Functions (based on 1,950 hours/year).

Primary Functions	% Time	Work	
		Days	Weeks
1. <u>Forest Management</u>	20	52	10.4
2. <u>Project Supervision</u>	10	26	5.2
3. <u>Forest Inventory/Evaluation</u>	5	13	2.6
4. <u>Forest Vegetation Treatment</u>	15	39	7.8
5. <u>Timber Sale</u>	35	91	18.2
6. <u>Environmental Compliance</u>	10	26	5.2
7. <u>Collateral Duty</u>	2.5	6.5	1.3
8. <u>Fire/Fuels Program</u>	2.5	6.5	1.3
Total	100	260	52

This position is estimated to be 30% in the office and 70% in the field applying forest management activities.

Service Objectives

Responsibilities to Tribal Community

1. Responsive to community goals and Tribal treaty rights for natural resource 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.

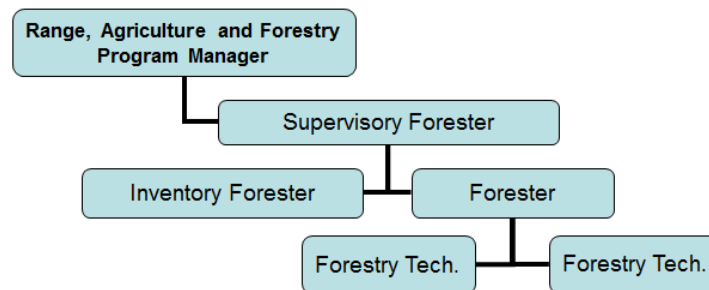
Supportive Work Environment

1. Support a positive work environment.
2. Communications.
 - a. Keep others informed of work issues and programs 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 funding agency contract officer technical representatives.

Organization 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.

Forestry chain of command:



SUPERVISORY AUTHORITY:

Supervisor of forestry technicians

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS:

Forester will be responsible for overseeing, creating and maintaining trust documents containing sensitive information covered by the Privacy Act 1974 as amended.

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

REQUIRED MINIMUM QUALIFICATIONS

1. Bachelor of Science degree in forestry or related natural resource field including at least 18 semester hours course work in basic and applied forestry sciences including courses in such areas as forest and range plants, and forest sampling, inventory, measurement, and analysis techniques as applied to a variety of forest resources. At least 15 semester hours of directly related courses in the silviculture, reforestation methods, and timber stand improvement procedures sufficient to develop and prescribe proper silvicultural treatments and a minimum of one year of professional level experience in natural resource management. Experience in implementation of Commercial Timber Sales preferred.
2. Basic knowledge of environmental and cultural resource laws, regulations and policy in relation to trust responsi-

bilities (i.e. National Environmental Policy Act, Clean Water Act, Pacific Northwest Electric Power and Conservation Act, National Historic Preservation Act, Archeological Resources Protection Act).

3. Willingness to gain knowledge of Confederated Tribes of the Umatilla Indian Reservation policies and administrative procedures relating to natural resource management and planning to coordinate examination of environmental consequences and development of action alternatives.
4. Basic knowledge of the coordination and review procedures required of federal agencies by the National Environmental Policy Act and OMB Circular A-95.
5. Demonstrated knowledge of Native American retained rights or resources as provided by treaty or recognized law.
6. Basic knowledge of the Geographic Information System technologies and methods and their utility to database development for the purpose of natural resources enhancement and land use planning.
7. Technical comprehension of computerized mapping and database management technology sufficient to request, interpret and monitor computerized natural resource information and ensure viability.
8. Knowledge of aerial photography and photo interpretation techniques and procedures sufficient to design and plan forest resource surveys, inventories, timber cruises, forest development and timber sale unit lay out on the Umatilla Indian Reservation forest lands.
8. Ability to effectively and constructively communicate with other natural resource management disciplines both orally and in writing. Use of computer enhanced word processors, spreadsheets, databases and mapping systems including but not limited to: Microsoft Word, Excel, Access, ArcMap, etc.
9. Must have a valid driver's license and must be insurable. Individual will be required to drive a Tribal GSA vehicle to perform job duties. Must be able or willing to learn how to operate mechanical equipment include but not limited to off road vehicles (ATVs), chainsaws, farm tractors etc...
10. Demonstrated punctuality and participation in daily morning briefings at the Nixyaawii Governance Center.

PHYSICAL DEMANDS:

1. Ability to use standard Desktop and Laptop computers.
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to work in the outdoors over rough uneven terrain in acclimate weather.
5. Ability to lift up to 50 pounds.
6. Ability to work extended hours above the normal business day.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing 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 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 section 3.06.
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 drug free 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 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 (both sections).
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: [*appropriate HR level manager/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