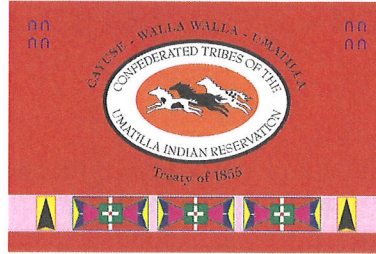


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Manager I – Assistant Hatchery Manager

SALARY: Pay Range: 8-9
\$56,239.20 to \$93,517.20 annual DOE/DOQ

DEPARTMENT: Department of Natural Resources, Fisheries Program

LOCATION: ?Intwaha Fish Hatchery, Milton-Freewater, Oregon; Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package
Exempt

SUPERVISED BY: Hatchery Manager II

OPENING DATE: August 9, 2024

CLOSING DATE: August 26, 2024

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 utilizing traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resources 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.

Fisheries O&M Program Mission Statement: Develop, operate, and co-manage artificial fish production facilities to replace extirpated populations and supplement depressed populations.

GENERAL STATEMENT OF DUTIES

The position will perform senior level technical or entry level professional technical and scientific fish culture duties and hatchery related maintenance. The individual will be responsible for implementing production actions in a manner consistent with the above mission statements as they apply to the Walla Walla River basin. The individual will work in the field as well as perform associated office duties as required to carry out assigned tasks including fish culture, data collection and reporting of project findings. The position will provide supervision and direction to the ?Imtwaha Fish Hatchery technician staff for effective and efficient implementation of all production activities. The position will develop and initiate daily work plans and coordinate with staff and outside entities any and all facility operations as necessary and will adhere to all policies, procedures and regulations. The position may also act as an external CTUIR representative to effectively coordinate and integrate production actions with various agency programs.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. As a lead worker, engage in all daily activities for the ?Imtwaha Fish Hatchery (IFH) Operation and Maintenance Project including supervision of the two project technicians.
2. Participate in critical daily operations such as juvenile rearing, adult trapping and spawning, and water quality data and reporting.
3. Project and monitor egg and fish development, monitoring temperatures, flows and densities to achieve desired growth rate.
4. Monitors fish health behavior, records mortalities and notifies supervisor and fish health specialist when abnormalities occur.
5. Direct and participate in administering chemicals, drugs or antibiotics to fish at prescribed levels as provided by fish health specialist.
6. Direct the marking of fish for identification and recovery to ensure adherence to quality control procedures, coded wire tags/adipose clipping.
7. Direct and participate in collections and transport of broodstock at Nursery Bridge Dam to the hatchery.
8. Provide accurate seasonal broodstock trapping and collection information to supervisor and co-managers.
9. Lead a spawning crew to remove and collect eggs and sperm to ensure viable, uncontaminated gametes and genetic variability; combine eggs and sperm; package and transport eggs to the incubation facility.
10. Carry out assignments as a working leader and ensure that staff is productive and well informed on activities.
11. Coordinate with the maintenance supervisor to achieve all necessary routine and non-routine related maintenance and/or repairs.
12. As directed, order equipment, materials, supplies, and services according to CTUIR policies.
13. Provide input for development of operations and project budget; record expenditures.
14. Develop monthly project reports.
15. Develop annual feed budget.
16. Maintain accurate and well-organized juvenile rearing/release and adult holding/spawning records and provide information to the hatchery manager and other projects and agencies as required.

17. Carry out personnel actions (e.g. interviews, hiring, evaluations, corrective actions, work plan development) for all supervised staff.
18. Assist Hatchery Manager in the development of quarterly and annual project reports.
19. Assist Hatchery Manager in the development of project proposals, budgets, and statements of work.
20. Keep the Hatchery Manager apprised of emerging issues.

SPECIAL REQUIREMENTS/CONDITIONS OF EMPLOYMENT:

1. Standby duties are assigned to this position. The Standby Duties and Responsibilities Agreement must be accepted by the applicant. (SEE AGREEMENT BELOW)
2. On-station housing is required. The Housing Agreement must be accepted by the applicant. (SEE AGREEMENT BELOW)
3. A Class-B Commercial Driver’s License with a tank endorsement is a requirement of the position for operating the facility fish transport truck. The selected applicant is expected to successfully obtain the license within 6 months of starting the position.

SUPERVISORY AUTHORITY:

Supervise, train, and lead two full-time employees (technician III’s).

SIGNATORY AUTHORITY:

All supervised staff timesheets, leave requests, and other schedule requests or changes. Employee evaluations. Purchasing on open and regular purchase orders.

ACCESS TO SENSITIVE AREAS: None.

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

Primary Functions	% Time*	Days	Work Weeks
1. Fish Culture	30	78	15.6
2. Physical Operation and Maintenance of Facility	30	78	15.6
3. Data Collection, Entry and Reporting	20	52	10.4
4. Communications	5	13	2.6
5. Purchasing of Equipment and Supplies	10	25	5.2
Secondary Functions			
1. Participate in Interagency Work and/or Training Sessions	3	8	1.6
2. Coordinate with DNR/WWCC Public Outreach	2	6	1.0
Total	100	260	52

*Note: Percentages will be applied to employee work plan & performance evaluation.

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

1. Possess either a Bachelor's degree with two years minimum fish hatchery experience relevant to the position or Associate's degree with three years minimum fish hatchery experience. Examples of relevant hatchery experience may include adult or juvenile salmonid data collection, spawning of adult salmonids, trapping/handling/ transporting adult salmonids, caring for/handling/transporting juvenile salmonids, general fish culture work, and facility maintenance. **OR**
2. *A Master of Science degree from an accredited university or college, in Fisheries or a closely related field can be substituted for one year of experience. **OR**
3. High school diploma or equivalent, PLUS ten years general hatchery experience with a minimum of five years in a lead position.
4. A demonstrable basic knowledge and understanding of the following topics is preferred;
 - Fish culture
 - General operations and maintenance of motorized equipment
 - Data collection/summarization/reporting
 - Anadromous salmonid fish biology in the Columbia River Basin
 - Tribal Treaty Rights as related to salmon
5. Demonstrate knowledge of aquaculture monitoring and instrumentation devices (e.g. DO meters, flow meters, water quality testing, etc.).
6. Ability to effectively communicate both verbally and in writing.
7. Proficient in coordination and planning of work activities.
8. Proficient with computer usage and specific programs including Microsoft Word (word processing), Excel (spreadsheets), PowerPoint (presentation), and Microsoft Edge (web navigation). Experience with the Bonneville Power Administration cbfish reporting system is a plus.
9. Ability to lead, motivate, and develop staff.
10. Valid state driver's license and able to meet insurance requirements to operate GSA vehicles.
11. Employee will be required to sign a standby duties and responsibilities agreement.
12. Employee will be required to sign the housing responsibilities agreement.

STANDBY DUTIES AND RESPONSIBILITIES

- A. Any employee's standby schedule will be established by the ?mtwaha Fish Hatchery Manager ("Manager"). Deviations from the standby schedule must be approved in advance by the Manager.
- B. An employee who is in standby status must remain prepared to be engaged to work as follows:
 1. The employee must be present at the hatchery site or must be immediately available to travel to the site within fifteen (15) minutes or less if contacted. The ordinary standby location shall be the hatchery house in which the employee resides.
 2. CTUIR requires the employee on standby to be prepared to report immediately for work if an alarm occurs.
- C. Standby status will not be concurrent with an employee's regular working hours.
- D. Employees in standby status will be compensated at a rate of five percent (5%) of their hourly base salary for time spent in standby status.
- E. Actual hours worked during standby status (e.g. alarm responses) will be compensated at the straight hourly time rate of their salary. In instances where an employee is required to work during their standby period, the employee's supervisor will adjust their work schedule so as to not exceed 37.5 hours for the work week.

- F. The standby schedule, and the allocation of standby time among hatchery employees, will be determined by the Manager. The standby rotation will be weekly, based on the number of staff members performing standby, but deviations from this schedule may be made by the Manager as the need arises.
- G. An employee who needs to modify their scheduled standby status for any reason (e.g. Sick Leave or Annual Leave) must request and obtain approval from the Manager for another on-site employee to cover their standby duties. Employees are encouraged to make arrangements with another on-site employee prior to seeking Manager approval. If none of the other employees agree to cover the 'off-rotation' standby duties, the Manager has the discretion to either select staff to cover that standby period, or if necessary, disapprove the request.
- H. Employees who are on standby and fail to meet requirements to complete job duties when they arise (alarm response, etc.) may be subject to discipline under the CTUIR Tribal Personnel Policies Manual.

HOUSING RESPONSIBILITIES AGREEMENT

1. Employees and family members living in on-station (hatchery) housing must respect the privacy and personal property of other on-station personnel and their families. Each employee will be responsible for their children and pets to see that they do not play in either work or other unauthorized areas. Employees are responsible for the conduct of their visitors.
2. Employees shall endeavor to maintain the residence in good condition. The employee shall be responsible for maintaining the interior of the residence in a neat, clean and sanitary condition. In the event repairs or replacements are necessary, employee will immediately notify their immediate supervisor.
3. Any structural changes and/or improvements made to the residence must receive prior written approval from the appropriate supervisor or Program Manager.
4. Employees with pets on-station will be responsible for keeping them from causing conflict with neighbors, the general public, and the general routine. The employee will be held liable for any damage to property caused by any pet. The employee will be liable for any injury to other employees and/or their family members, as well as any visitors to the facility whether those visitors are in or outside of designated areas. Employees will not be permitted to keep dangerous animals with a history of aggressive behavior as pets in on-station residence housing.
5. Each employee shall be responsible for the appearance and upkeep of the yard and flower bed areas specific to their residence. Yard maintenance will not be done during normal work hours unless it does not interfere with other station duties and responsibilities. If it is determined by the appropriate supervisor that the employee cannot physically perform yard maintenance activities; i.e. an employee on extended annual leave, sick leave, or other similar or related circumstances, the Confederated Tribes may allow staff to conduct yard maintenance activities for that employee during regular work hours.
6. Permanent occupancy of on-station residences shall be limited to a single-family unit. This does not include times when additional family and/or friends are visiting. Employee is responsible for ensuring that any visitors/gatherings comply with applicable CTUIR mandated restrictions or other gathering limitations that may be in effect through the Confederated Tribes of the Umatilla Indian Reservation.
7. Employees shall be responsible for routinely checking the operation of the alarm system in their residence. Any mechanical problems or failure of the alarm should be reported immediately to the appropriate supervisor.
8. The use of utilities will be kept within reasonable limits and confined to personal use. Unless utilities are individually metered, employees shall not engage in in-residence activities which directly affect utilities use unless approval for such activity is received from the appropriate supervisor and/or Program Manager.
9. Employees and their family members or guests shall not engage in any activities that are illegal under CTUIR, state, or federal law. Any violation of this requirement will result in immediate removal of the employee household from on-station housing.

10. Absolutely no smoking or vaping of any kind is permitted within the residence.
11. The use or growing of marijuana is not permitted on the property.
12. The appropriate supervisor, accompanied by the employee, shall be responsible for making a formal inspection of each on-station residence at least once each calendar year. The employee shall be given a minimum of two working days' written notice prior to the inspection and the inspection shall be scheduled on the employee's normal workday. This inspection shall involve a complete and thorough walk-through of the residence. Condition(s) shall be noted and documented in detail on the Program and hatchery facility's "**Annual Housing Inspection Report.**" The form shall be signed by the employee and the person responsible for the inspection and be submitted to the appropriate program Division Manager.
13. The employee will generally be responsible for providing their own furnishings, with specific exceptions listed below.
14. The CTUIR will supply window coverings, or vertical blinds, only in the following areas; bedrooms, and living room; insulated vertical or horizontal blinds are to be used rather than draperies because of the greater fire danger associated with drapes. Roller shades or vertical/horizontal blinds will be supplied for the bedroom windows. If an employee desires coverings for all other windows, the employee will be responsible for supplying them at his/her cost.
15. As a standard, the CTUIR will supply a kitchen range, refrigerator, microwave oven, a washer and dryer for each residence. As a standard, the CTUIR will supply carpeting for all bedrooms. The term bedroom refers to those rooms architecturally designed/intended as a bedroom in the initial construction of the residence. The Program will not provide carpeting for garages or other living areas. Vinyl for all other living areas such as the kitchen, laundry areas, bathroom(s), hallways, and dining room will be supplied by the Program. The Program will not provide vinyl for garages or other living areas. General standards for quality, style and color of carpeting and vinyl for replacement shall be reviewed by the supervisor. Generally, vinyl should be of one piece if possible and of a solid variety having the pattern or color extending through the thickness of the vinyl to facilitate long life, durability and refinishing.
16. CTUIR will supply a fire extinguisher, and employee will familiarize self with the location and operation of the fire extinguisher, and ensure it is in proper working order.
17. The cost of regular routine maintenance to keep CTUIR-supplied carpets, window coverings and kitchen ranges in a clean and sanitary condition will be borne by the employee. Arranging for the final cleaning of window coverings, carpets and vinyl before the employee moves out is the responsibility of the employee. The cost of the final cleaning will be borne by the CTUIR. Final inspection to ensure cleaning has occurred is the responsibility of the immediate supervisor.
18. Wood stoves – all are to be used only when employee or family member is present in the home; they are to be operated and maintained per the manufacturer's recommendations (instructions provided). Routine cleaning and removal of debris is essential and shall be done following each use.
19. The appropriate supervisor, upon assignment of an employee to a vacant residence, but prior to occupancy, shall carry out a thorough inspection of the residence with the new employee, utilizing the Program and hatchery facility's "**Housing Inspection Form.**" Upon completion of this inspection, both the appropriate supervisor and new employee shall sign the form establishing the current condition of the residence, thereby relieving the new employee of responsibility for pre-existing conditions.
20. Any malicious or willful destruction of property or residence will not be tolerated and the offending employee shall be held accountable. The appropriate supervisor will inspect each residence, utilizing the Program and hatchery "**Housing Inspection Form**", prior to transfer or termination of the employee. Upon completion of the inspection, both the appropriate supervisor and the vacating employee shall sign the form. The purpose of this inspection is to ensure the residence has not been abused and that the residence, including Department-supplied draperies, rugs and appliances are in satisfactory condition. Any damage above normally acceptable wear will be corrected through repair or replacement; the expenses incurred by these repairs and/or replacements shall be borne by the vacating employee. In the

case of employees who are terminating their employment with the Department, the cost of repairing any damage to the residence and/or fixtures, above expected normal wear, and the cost of replacing any missing items will be deducted from the employee's final paycheck. If such damages or replacement costs exceed the value of the employee's final paycheck, employee will be responsible for reimbursing the CTUIR for such costs.

21. In addition to potential removal/eviction from CTUIR housing, the failure to adhere to these written responsibilities may result in disciplinary action under the CTUIR Personnel Policies.
22. The above stated responsibilities are subject periodic review and update by the CTUIR.

PHYSICAL DEMANDS:

1. Ability to stand and walk around for long periods of time.
2. The position requires the willingness/ability to work outdoors in all kinds of weather, to walk, climb, bend, stoop, and occasionally lift up to 55 lbs. throughout a workday.
3. To work weekends, holidays, and sometimes irregular and long hours.

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 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, the application package must be post marked by the closing date.

 Approved: JueJue 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

