

**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: Hydrologist

SALARY: Pay Range: 10
\$48,172.44 to \$86,513.04, annually
DOE/DOQ

DEPARTMENT: Department of Natural Resources (DNR), Water Resources Program (WRP)

LOCATION: Position located at Nixyaawii Governance Center, Mission (Pendleton), Oregon, Confederated Tribes of the Umatilla Indian Reservation, or the William A. Grant Water and Environmental Center at the Walla Walla Community College, Walla Walla, WA.

EMPLOYMENT STATUS: Full Time with benefits package
Exempt status

SUPERVISED BY: Water Transactions Specialist

OPENING DATE: May 2, 2019

CLOSING DATE: Open Until Filled ~~with review of complete application packets May 22, 2019 and May 29, 2019~~

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.

Water Resources Mission Statement: To ensure that ground and surface waters are available to satisfy CTUIR treaty rights, the needs of CTUIR members, and the citizens of the Umatilla Indian Reservation. Water Resources will accomplish this by implementing CTUIR Water Code procedures and regulations to promote sustainable water use and management.

The Hydrologist position involves both technical and non-technical elements of instream-flow protection and restoration. This includes hydrologic studies, policy implications, and collaboration with CTUIR DNR Fisheries and First Foods Policy programs, which have the following missions:

Fisheries Habitat Project Mission Statement

To protect, enhance, and restore functional floodplain, channel, and watershed processes to provide sustainable and healthy habitat for aquatic species of the First Food order.

First Foods Policy Program Mission Statement

To provide proactive planning and policy analysis and development to protect, restore, and enhance the First Foods and the exercise of associated rights reserved in the Treaty of 1855.

GENERAL STATEMENT OF DUTIES

The Hydrologist analyzes, synthesizes, interprets, and represents hydrologic data – instream flows primarily and groundwater secondarily – to support anadromous and resident fish populations in tributaries of the Columbia River as part of the Columbia Basin Water Transactions Program (CBWTP).

This position will be responsible for assisting the Water Resources, First Foods Policy, and Fisheries programs in developing and implementing projects that restore instream flows, flow regimes, and water quality as described in CTUIR’s Umatilla River Vision (2011) and as part of the CBWTP. This position will provide the technical support, data collection, and analysis necessary to quantify instream flows and verify compliance with instream water rights within CTUIR’s aboriginal area. This position will conduct and assist in various aspects of instream flow restoration projects, including: conducting hydrologic studies and analyses (which may include various flow regimes and physical processes, geomorphology, the riparian corridor and the floodplain), water quantity/quality and surface water/groundwater interaction, aquifer recharge, water-use efficiency assessments, and field surveys; assisting in project development and implementation; the completion of environmental compliance requirements; monitoring, evaluation, and reporting; and coordination with multiple state, federal, and private stakeholders.

A successful candidate will:

1. Collect and analyze hydrologic data throughout CTUIR’s aboriginal area, including the Umatilla, John Day, Grande Ronde, Walla Walla, and Tucannon rivers in Oregon and Washington;
2. Analyze hydrologic data and integrate physical processes, water quality and connectivity consistent with CTUIR’s *River Vision*;
3. Conduct studies to protect and restore instream flow, flow regimes and water quality;
4. Develop and evaluate statistical, analytical and/or numerical models that analyze hydrologic data, including surface water, groundwater and water quality;
5. Develop and monitor water transactions to restore instream flows, flow regimes, and water quality;
6. Inform and assist with negotiations and collaboration with multiple stakeholders, including: local, state, and federal entities; non-governmental organizations; irrigation districts; and private landowners (e.g., local municipalities, Oregon Water Resources Department, Washington Department of Ecology, US Geological Survey, US Fish & Wildlife Service, and local and regional non-profit organizations); and
7. Assist in CBWTP project planning, coordination, implementation, monitoring, and reporting.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

We anticipate a majority of the employee's time will be devoted to data collection, analysis, and project development, as well as subsequent project monitoring, evaluation, and reporting. Project administration and stakeholder collaboration are anticipated to compose about a third of the employee's time.

1. Data Collection and Management;

- a) Plan, budget, and establish stream gaging stations and other monitoring sites as needed;
- b) Install stream gaging equipment ranging from staff gages and individual pressure transducers to permanent stations with telemetry.
- c) Collect stream discharge measurements using flow meters, hydraulic structures, and other hydrologic measurement devices;
- d) Compile necessary hydrologic and meteorological data to analyze stream discharge records and baseflow separation, and develop rating curves;
- e) Compute flow statistics for gaged and ungaged streams;
- f) Analyze hydrologic, watershed and meteoric data using computer programs such as ArcGIS, HEC RAS-2, ArcSWAT or a related program;
- g) Provide quality assurance/quality control for data collected;
- h) Archive data in a database such as MS Access, Aquarius, or related program;
- i) Complete project-specific field investigations and evaluations of potential water system efficiency upgrades and impacts to flow regimes;
- j) Synthesis, analysis, and representation of data to inform decisions; and
- k) Collaborate with an interdisciplinary team of scientists in the protection and restoration of instream flow, flow regimes and water quality.

2. Project Development and Implementation:

- a) Work with water right holders in the development of projects that restore instream flow, such as water right leases, acquisitions, and water-use efficiency projects.

3. Project Administration

- a) Complete annual work plans, budgets, progress reports, and various activities associated with project administration, such as reporting results to funding entities in a manner consistent with CTUIR protocols. Assist in preparation of transaction paperwork, contracts, reports, requests for proposals, invitations for bids, and other administrative details.

4. Coordination with Agencies, Stakeholders, and Landowners:

- a) Develop and maintain cooperative relationships with project staff, agency personnel, landowners, water right holders, and other stakeholders to strengthen project outcomes, create future opportunities, and improve project status with funding oversight committees. Continue to facilitate collaboration with co-managers and planning groups, including the Walla Walla Basin Integrated Flow Enhancement Study steering committee, the Walla Walla Watershed Management Partnership, the Walla Walla Basin Watershed Council, and the Upper Grande Ronde Watershed Partnership Place-Based Planning effort.

5. Monitoring, Evaluation, and Reporting:

- a) Conduct monitoring on flow restoration projects to ensure compliance with instream water rights; and
- b) Conduct monitoring, reporting, and evaluation for Fisheries, First Foods, and other DNR programs.
- c) **SUPERVISORY AUTHORITY:** None.
- d) **SIGNATORY AUTHORITY:** Purchase Orders and Purchase Requests.
- e) **ACCESS TO SENSITIVE AREAS:** None.

This job description in no way states or implies that these are the only duties to be performed by this employee. The successful applicant will be required to follow any other instructions and perform any other duties as requested by the employee's supervisor.

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

1. Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in physical or natural science, or engineering that included at least 30 semester hours or the equivalent in any combination of courses in:
 - a. hydrology;
 - b. physical sciences;
 - c. fluvial geomorphology;
 - d. geophysics;
 - e. chemistry;
 - f. engineering science;
 - g. soils;
 - h. mathematics;
 - i. aquatic biology;
 - j. atmospheric science;
 - k. geology; or
 - l. water resource management or conservation.

The course work must have included at least 6 semester hours or the equivalent in calculus (including both differential and integral calculus), 6-semester hours or equivalent in chemistry, and at least 6 semester hours or the equivalent in physics;

AND

2. At least 2 years of progressively higher-level graduate education (36 semester hours, 54 quarter hours or the equivalent) leading to a master's degree or higher in hydrology or other directly related field of study to master's or equivalent graduate degree in hydrology or other directly related field of study if it provided the knowledge, skills, and abilities necessary to do the work of this position.

AND

3. Relevant experience, such as the independent responsibility for a well-defined study or a phase of a larger study that required the planning and carrying out of routine hydrologic work;
4. Sound working knowledge of the principles of hydrology and the ability to independently perform moderately difficult and responsible scientific work;
5. Proficiency with various types of hydrological instruments, such as Acoustic Doppler Current Profilers and other measurement tools, as well as proficiency with hydrological and statistical software programs;
6. Thorough knowledge of computer processing equipment and software, including: Word, Excel, and other Office Suite software, ArcGIS and ArcMap.
7. Ability to work independently (with little supervision) or collaboratively as part of a larger interdisciplinary team that includes scientists, other technical experts, and attorneys;
8. Commitment to preparing professional work that is defensible under peer or legal scrutiny;
9. Strong interpersonal and communication skills;
10. Knowledge, or ability to become knowledgeable, of water law, prior appropriation doctrine, Columbia River Endangered Species issues, and tribal treaty rights;
11. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

Service Objective: Responsibilities to Tribal Community

- 1 Responsive to community goals and Tribal treaty rights for native aquatic community 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 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.
- 2 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.
- 3 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:

- 1 Commitment to a philosophy of quality and integrity.
- 2 Display proactive view and creativity to resolve problems and assist co-workers when possible.
- 3 Cost-effective use of CTUIR's resources.

PREFERRED SKILLS AND QUALIFICATIONS

1. A demonstrable understanding of aquatic ecosystems and associated biota along with a thorough understanding of physical stream and hydrologic processes and functions. Specifically, the following topics should be understood:
 - Basic knowledge of fish biology with an emphasis on anadromous salmonids of the Columbia River Basin;
 - Knowledge of physical floodplain function and processes such as channel-to-floodplain connectivity and surface/groundwater water exchange as it relates to habitat requirements of aquatic species;
 - Knowledge of aquatic ecology, fluvial geomorphology, water quality, watershed processes, and hydrology at multiple scales.
2. A basic understanding of Oregon and Washington water law;
3. Experience working for a land or water trust, governmental agency, and/or private consultants.

PHYSICAL DEMANDS:

1. Ability to carry/lift 40 pounds when necessary;
2. Ability to walk (up to several miles) instream and on uneven, hilly terrain;
3. Ability to work outdoors in inclement weather and around water;
4. Ability to work in uneven and slippery terrain;
5. Ability to sit and work at computer work station for several hours; and
6. Ability to travel occasionally and stay overnight as needed.

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 section 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 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, 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.

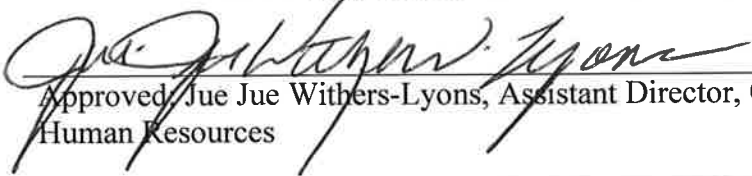
APPLICANT RESPONSIBILITY

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, Jue Jue Withers-Lyons, Assistant Director, Office of _____
 Human Resources _____ Date 5.2.19

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