

The SHOSHONE-BANNOCK TRIBES



FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203

HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
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JOB DESCRIPTION

TITLE: ANADROMOUS FISH BIOLOGIST
DEPARTMENT: FISH & WILDLIFE
SALARY: \$24.07 – \$28.46 G13-140/ S1-3 DOE
OPENS: September 26, 2022
CLOSES: November 18, 2022
CAREER STATUS: NON-EXEMPT – CONDITIONAL UPON SUCCESSFUL PROBATIONARY EVALUATION & YEARLY BUDGET APPROPRIATIONS

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL STATEMENT

The Anadromous Fish Biologist will work towards the protection, restoration, conservation, and enhancement of the reserved rights and interests of the Tribes under in Article IV of the Fort Bridger Treaty of 1868. A primary focus of this position is to supervise field crews that are responsible for collecting biological, physical and chemical data that is used to address research and management questions and adaptively manage restoration activities.

The Anadromous Fish Biologist will help implement, monitoring, research, and evaluate (MR&E) the Tribes' artificial propagation programs including: 1) Yankee Fork Chinook Salmon Project; 2) Yankee Fork Steelhead Project; 3) Chinook Salmon Egg Incubation Project; 4) Steelhead Streamside Incubation Project; 5) Panther Creek Chinook Salmon Project; and 6) East Fork Naturals Project. All of these projects occur in the Salmon River basin located in Central-Idaho which will require the biologist to stay at remote satellite facilities for extended periods of time to conduct MR&E and other artificial propagation activities. The Anadromous Fish Biologist will be stationed at the Department headquarters in Fort Hall, Idaho.

SUPERVISION

The Anadromous Fish Biologist will be under the direct supervision of the Program or Project Manager. The Anadromous Fish Biologist will be responsible for supervising permanent technicians, temporary employees, and volunteers.

ANADROMOUS FISH BIOLOGIST

Reviewed 9/22/2022 DA3296

DUTIES AND RESPONSIBILITIES

Carries out project objectives including interviewing and making hiring recommendations.

Completes performance evaluations and disciplinary actions on subordinate employees.

Reviews and finalizes subordinate employee timesheets on TCP.

Develops draft data summaries, including generating tables and figures and calculating performance indicators and metrics.

Develops draft technical reports including: annual technical progress reports (technical and non-technical) and survey summary reports.

Develops annual operation and maintenance plans for applicable program facilities (e.g., Clayton); supervises personnel use of and maintenance on facilities; acquires equipment and supplies necessary to accommodate field operations; ensures facilities are properly opened and closed for the season.

Develops annual field schedules with direct input from program/project manager; communicates schedules with subordinate employees and ensures subordinate travel correspondence is submitted and completed in a timely manner.

Acquires applicable county, state, or federal permits required to implement project; maintains permit compliance and prepares draft reports.

Installs, operates, and maintains egg incubation facilities, juvenile acclimation facilities, fish weirs and adult holding ponds, rotary screw traps, in-stream PIT tag arrays and satellite facilities.

Traps, holds, and collects hatchery broodstock for tribal artificial production programs.

Outplants live fish (eyed-eggs, fry, smolts, and adults)

Disposes of adult carcasses through Tribal and non-Tribal distributions or nutrient enrichment outplants.

Conducts roving creel surveys, spawning ground surveys, electrofishing surveys, eDNA surveys, stream micro-chemistry surveys, invertebrate surveys and other biological, physical, and chemical surveys as deemed necessary; supervises data collection, organization, QA/QC, and data entry.

Provides supervision and training to project personnel to ensure the acquisition of data for all fish performance metrics is standardized.

Prepares and organizes equipment and supplies to successfully implement projects.

Completes daily log entries, timesheets, p-card reporting, monthly reports, travel/training reports, vehicle inspections, and any other required reports deemed appropriate.

Supervises the process of archiving, organizing, and maintaining DNA, eDNA, scale, fin rays, otolith and water samples.

Supervises the process of organizing, maintaining, and updating PIT tagging databases.

Maintains strict records of all data collected, which includes recording, QA/QC, organization, and entry; responsible for maintaining files for all correspondence on network database.

Assists with research design, implementation, and personnel management.

Provides safety leadership, safety attitude, safety orientation, and maintains the skills, attitude, facts, and equipment needed to travel and work safely.

Develops workload distribution plans for subordinate employees; keeps program task list current, assigns work, monitors accomplishments, adjusts assignments as needed to accommodate work fluctuations and changes.

Coordinates, communicates, and transfers information concerning project(s) to Tribal government, Tribal membership, state, federal, and tribal affiliations, as well as private landowners, general public, and educational institutions (e.g., high schools, universities).

Participates in anadromous fish meetings, seminars, workshops that pertain to planning or coordinating anadromous fish hatchery operations and maintenance, research, monitoring and evaluation, harvest, production or funding.

Works with other biologists and personnel on methods to protect and enhance anadromous fishery resources.

Models high standards of honesty and integrity in all matters relating to employment with the Tribes and required as a condition of employment to conduct themselves both on and off the job in a manner that brings credibility to the Tribal government.

Duties and responsibilities will include other activities and areas as needed to carry out position functions.

Performance standards shall include but are not limited to:

- Ability to maintain dependable attendance and reliability
- Ability to establish and maintain effective working relationship with staff
- Ability to work independently with little supervision
- Demonstrated knowledge of practices and procedures utilized in environment

QUALIFICATIONS

PREFERRED QUALIFICATIONS AND CAREER ADVANCEMENT

Grade 14/ Step 1: Masters of Science (MS) Degree from an accredited college in Fisheries or an Ecology-related field.

Previous work experience (≥ 2 years) in fisheries or an ecology related field (add step).

Previous experience as lead author in publishing scientific literature in fisheries or an ecology related field (add step).

MANDATORY QUALIFICATIONS

Grade 13/ Step 1: Bachelors of Science (BS) Degree from an accredited college in Fisheries or an Ecology-related field with ≥ 1 year of work experience in fisheries or an ecology-related field.

Previous work experience (≥ 2 years) in fisheries or an ecology related field (add step).

Previous experience as lead author in publishing scientific literature in fisheries or an ecology related field (add step).

Must have previous experience in implementing investigative studies in fisheries, ecology, or related field.

Must have knowledge of salmonid life cycle and biology.

Must have a basic understanding of univariate, parametric, and non-parametric statistics.

Must be proficient with computers and computer software programs including Microsoft Office (i.e., word, excel, powerpoint, outlook) and ARCGIS.

Must have and maintain a valid driver's license and be insurable.

Must be able to spend extended periods of time in the field (up to 10 days) at remote locations and work in adverse conditions.

Must be physically fit and able to regularly pass a Class III physical fitness test defined by pull-ups, crunches, and 3-mile run.

Must be able to understand and clearly articulate scientific information, both verbally and written.

Must prove credibility, dependability, and reliability through employment history with \geq three letters of reference.

Must demonstrate being a self-starter, being organized, being able to complete tasks in a timely manner, and must possess ability to work independently with little or no supervision.

IMPORTANT APPLICATION CRITERIA

A complete application must be submitted to the Shoshone-Bannock Tribes Personnel Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at subtribes.com. Applications can be sent via email to jhood@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Applicants who have a current application on file, submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference point will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, degrees, official college transcripts and other supporting documentation. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment, must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-98-0405.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Personnel Department, P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5 p.m.** on the closing date.