Resolution #14-0730-229

Approval of the Senior Fisheries Biologist, Senior Aquatic Biologist, and Environmental Coordinator Job Descriptions and Associated Departmental Organizational Chart for the Natural Resources Department.

WHEREAS, the status of the Gaá Čhíng Ziibi Daáwaa Anishinaabeg (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which, became effective upon approval by the Assistant Secretary-Indian Affairs on May 3, 2004; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(l) to take action, not inconsistent with the Constitution or Federal law, which is necessary and proper to carry out the sovereign powers of the Tribe; and

WHEREAS, the Indian Preference in Employment Ordinance #11-600-02 was adopted on May 4, 2011 by Tribal Council Resolution #11-0504-143 and requires specific contents in each job description of the Tribe per §5.06; and

WHEREAS, the Ogema, in consultation with the Human Resources Department, have reviewed and endorsed the compatibility and compliance of the Senior Fisheries Biologist, the Senior Aquatic Biologist, and the Environmental Coordinator job descriptions with the Indian Preference in Employment Ordinance #11-600-02; and
WHEREAS, the approval of the job descriptions for the Senior Fisheries Biologist, the Senior Aquatic Biologist, and the Environmental Coordinator is required for the submittal of the Treatment As a State (TAS) applications to the US Environmental Protection Agency; and

WHEREAS, the Ogema is now requesting Tribal Council approval of the Senior Fisheries Biologist, the Senior Aquatic Biologist, and the Environmental Coordinator job descriptions and the associated Departmental Organizational Chart for the Natural Resources Department.

NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians hereby approves the Senior Fisheries Biologist, Senior Aquatic Biologist, and Environmental Coordinator job descriptions and the associated Departmental Organizational Chart for the Natural Resources Department.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 9 FOR, 0 AGAINST, 0 ABSTAINING, and 0 ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on July 30, 2014, at the Little River Band’s Government Center in Manistee, Michigan, with a quorum being present for such vote.

Sandy Mezeske, Tribal Council Recorder

Virgil Johnson, Tribal Council Speaker

Attest:

Distribution: Council Records
Tribal Ogema
Human Resources
LITTLE RIVER BAND OF OTTAWA INDIANS
TRIBAL GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Senior Fisheries Biologist
DEPARTMENT: Natural Resources
SUPERVISOR: Director of Natural Resources
PAY LEVEL: E4
RANGE: $43,193 - $64,789
FUNDING SOURCE: Tribal Funded – 100%
BACKGROUND CHECK: Basic
STATUS: Exempt
PREPARED DATE: January 23, 2014
TRIBAL COUNCIL APPROVAL DATE:

“Indian Preference is applicable in accordance with Ordinance #11-600-02”

SUMMARY
Responsibility for the development, implementation and management of the Fisheries Program for the Natural Resources Department. The position will be responsible for fisheries grants management and implementation as well as program development. This position will manage staff and coordinate efforts within the Aquatics and Fisheries Program. This position will be the lead in extensive fisheries fieldwork, technical report writing, data analysis, creating management recommendations and interagency collaborations, and will be a lead contact for 2000 and 2007 Consent Decree implementation and consultation, as well as, other treaty-rights issues.

EMPLOYMENT QUALIFICATIONS
A qualified candidate offers the following:
- Master’s degree in Biology, Fisheries, or related field; OR a
  - Bachelor’s degree and three (3) years work experience in fisheries biology; and
- 2 year supervisory/managerial experience in specific field; and
- Knowledge of Tribal natural resources issues; and
- Demonstrated knowledge and experience in fisheries, aquatic biology, water chemistry, experimental design, statistical analysis, and supervisory experience with technical writing; and
- Grant management, implementation and budgeting; and
- Valid Michigan Operator’s License with the ability to be insured under the Tribe’s insurance policy; and
- Intermediate computer skills.

DUTIES AND RESPONSIBILITIES
1. Develops, implements, and monitors progress of annual work plans.
2. Manages Consent Decree coordination, consultation and reporting.
3. Manages and coordinates fisheries program grants.
4. Conducts performance reviews of staff.
5. Assists NRC in fisheries regulation reviews and recommendations.
6. Coordinates with other senior staff on work plan development, scheduling, and program reviews.
7. Creates and maintains environmental databases for the Tribe’s reservation area, including environmental data sets in the Tribe’s geographic information systems (GIS).
8. Represents the Tribe and coordinates with other management agencies.
8. Represents the Tribe and coordinates with other management agencies.
9. Performs aquatic assessments within the 1836 Ceded Territory.
11. Represents the Little River Band of Ottawa Indians on various technical committees and policy-making bodies impacting the Great Lakes and Inland treaty resources.
12. Develops fisheries program budgets and maintaining records of program expenditures, maintaining equipment, summarizing survey and research data, maintaining information databases.
13. All other position/department related duties as assigned by supervisor.

OTHER SKILLS AND ABILITIES
During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong project management skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, and a commitment to confidentiality.

SUPERVISORY RESPONSIBILITIES
This is a supervisory position overseeing staff and program operations for the aquatics and fisheries program.

PHYSICAL DEMANDS
Frequent and long periods of wading in chest deep water in variable currents (some quick) and light conditions. Additionally, frequent walking, standing, sitting, lifting, reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment as well as fisheries and aquatics sampling equipment. An employee will need normal, or corrected to normal range of sight and hearing and will routinely carry work related materials up to fifty (50) pounds.

The use of personal protective equipment is necessary in this position. Such equipment may include: lineman gloves, masks, sunglasses or other eyewear, work boots, sun screen, insect spray, protective or insulated clothing/coverings, or life vests.

WORKING ENVIRONMENT
Work is performed in a variety of physical environments such as within a climate controlled environment to aboard watercraft, wading in rivers or lakes, walking through wetlands and in all types of weather (hot, cold, humid, dry, snow, rain, ice, wind). The employee’s work schedule will need to be flexible and adjusted according to survey needs, whereas many occur in the evening and overnight hours. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary for surveys needs and to attend meetings or trainings.

DISCLAIMER AND CONDITIONS OF EMPLOYMENT
The above statements are intended to describe the nature and level of work being performed by people assigned to this job title. It shall govern Full Time, Part Time, Temporary or Permanent positions. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, possession of a valid Driver’s License throughout employment and being insurable under the Tribe’s insurance policy, and successfully completing a ninety (90) day introductory period.

Employee Acknowledgement and Acceptance:
Employee Name and Date

Approval-Signatures and Date

Department Director: [Signature] 1-27-17

Director of Human Resources: [Signature] 1-30-14

Ogema: [Signature] 2-27-14

Senior Fisheries Biologist
SUMMARY
Responsible for the development, implementation and management of the Aquatic Program for the Natural Resources Department. This position will be responsible for aquatic grants management and implementation as well as program development. This position will manage staff and coordinate efforts within the Aquatics and Fisheries Program. This position will be the lead in extensive aquatic fieldwork, technical report writing, data analysis, creating management recommendations and interagency collaborations, and will be a lead contact for Federally Delegated program implementation and consultation, as well as, other treaty-rights issues.

EMPLOYMENT QUALIFICATIONS
A qualified candidate offers the following:
- Master's degree in Biology, Aquatic Ecology, or related field; Or a
  - Bachelor's degree and three (3) years work experience in aquatic biology; and
- 2 year supervisory/managerial experience in specific field; and
- Knowledge of Tribal natural resources issues; and
- Demonstrated knowledge and experience in aquatic biology, water chemistry, fisheries, experimental design, statistical analysis, and supervisory experience with technical writing; and
- Grant management, implementation and budgeting; and
- Valid Michigan Operator's License with the ability to be insured under the Tribe's insurance policy; and
- Intermediate computer skills.

DUTIES AND RESPONSIBILITIES
1. Develops, implements, and monitors progress of annual work plans.
2. Manages EPA delegated water programs.
3. Manages and coordinates aquatic program grants.
4. Conducts performance reviews of staff.
5. Assists NRC in EPA and other federal and state program reviews and recommendations.
6. Coordinates with other senior staff on work plan development, scheduling, and program reviews.
7. Creates and maintains environmental databases for the Tribe's reservation area, including environmental data sets in the Tribe's geographic information systems (GIS).
8. Represents the Tribe and coordinates with other management agencies.
9. Performs aquatic assessments within the 1836 Ceded Territory.
11. Represents the Little River Band of Ottawa Indians on various technical committees and policy-making bodies impacting the aquatic resources.
12. Develops aquatic program budgets and maintaining records of program expenditures, maintaining equipment, summarizing survey and research data, maintaining information databases.
13. All other position/department related duties as assigned by supervisor.

OTHER SKILLS AND ABILITIES
During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong project management skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, and a commitment to confidentiality.

SUPERVISORY RESPONSIBILITIES
This is a supervisory position overseeing staff and program operations for the aquatics and fisheries program.

PHYSICAL DEMANDS
Frequent and long periods of wading in chest deep water in variable currents (some quick) and light conditions. Additionally, frequent walking, standing, sitting, lifting, reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment as well as fisheries and aquatics sampling equipment. An employee will need normal, or corrected to normal range of sight and hearing and will routinely carry work related materials up to fifty (50) pounds.

The use of personal protective equipment is necessary in this position. Such equipment may include: lineman gloves, masks, sunglasses or other eyewear, work boots, sun screen, insect spray, protective or insulated clothing/coverings, or life vests.

WORKING ENVIRONMENT
Work is performed in a variety of physical environments such as within a climate controlled environment to aboard watercraft, wading in rivers or lakes, walking through wetlands and in all types of weather (hot, cold, humid, dry, snow, rain, ice, wind). The employee’s work schedule will need to be flexible and adjusted according to survey needs, whereas many occur in the evening and overnight hours. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary for surveys needs and to attend meetings or trainings.

DISCLAIMER AND CONDITIONS OF EMPLOYMENT
The above statements are intended to describe the nature and level of work being performed by people assigned to this job title. It shall govern Full Time, Part Time, Temporary or Permanent positions. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, possession of a valid Driver’s License throughout employment and being insurable under the Tribe’s insurance policy, and successfully completing a ninety (90) day introductory period.

Employee Acknowledgement and Acceptance: __________________________________________________________

Employee Name and Date

Senior Aquatic Biologist

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LITTLE RIVER BAND OF OTTAWA INDIANS
TRIBAL GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Environmental Coordinator
DEPARTMENT: Natural Resources
SUPERVISOR: Director of Natural Resources
PAY LEVEL: E4
RANGE: $43,193 - $64,789
FUNDING SOURCE: Grant – 100% US EPA
BACKGROUND CHECK: Basic
STATUS: Exempt
PREPARED DATE: January 17, 2014
TRIBAL COUNCIL APPROVAL DATE:

"Indian Preference is applicable in accordance with Ordinance #11-600-02"

SUMMARY
This position will manage the Tribe’s environmental program, which will include planning, developing, and establishing the administrative, technical, legal, enforcement, communications, and environmental education and outreach capacity of the Tribe.

EMPLOYMENT QUALIFICATIONS
A qualified candidate offers the following:
• Bachelor’s Degree and three (3) years experience in Environmental Sciences, Environmental Policy or closely related field; and
• Two (2) years supervisory/managerial experience in environmental field; and
• Grant management, implementation and budgeting; and
• A valid Michigan Operator’s License with the ability to be insured under the Tribe’s insurance policy; and
• Intermediate computer skills.

DUTIES AND RESPONSIBILITIES
1. Develops, manages and administers the U.S. EPA General Assistance Program grant and associated activities such as air quality, solid waste, recycling, and others deemed necessary by the Tribe.
2. Provides environmental expertise and assists the department in the development and implementation of management plans.
3. Works collaboratively with other tribal departments and external government agencies.
4. Coordinates with other NRD senior staff on work plan development, scheduling and program reviews.
5. Offers environmental expertise and assistance to Tribal members with environmental concerns.
6. Creates monitoring protocols to provide data from which informed management decisions can be made.
7. Creates and maintains environmental databases for the Tribe’s reservation area, including environmental data sets in the Tribe’s geographic information systems (GIS).
8. Secures future grant funding and completes grant reporting activities as required by the agreement.
9. Collaborates with staff to develop environmental permitting system for the Tribe.
10. Performs data analysis, report writing and statistical analysis of research, maintains detailed records of studies and analyses.
11. Prepares comments on behalf of the Tribe for all environmental program activities within or near the Tribe’s reservation area.
12. Reports regularly to the funding agency and Office of the Ogema on environmental program.
13. Represents the Little River Band of Ottawa Indians on various technical committees and policy-making bodies impacting the environmental program.
14. All other position/department related duties as assigned by supervisor.

OTHER SKILLS AND ABILITIES
During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong project management skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, and a commitment to confidentiality.

SUPERVISORY RESPONSIBILITIES
This is a supervisory position that oversees all staff and program operations of the environmental program.

PHYSICAL DEMANDS
Frequent and long periods of walking, standing, or sitting, and frequent lifting, reaching, bending, kneeling, and stretching and climbing is to be expected. The nature of the work also involves manual dexterity to operate office equipment. An employee will need normal, or corrected to normal range of sight and hearing and will routinely carry work-related materials up to twenty five (25) pounds.

WORKING ENVIRONMENT
Work is performed in both a climate controlled office environment and outdoors, including in adverse weather. The employee's work schedule may periodically need to be flexible and adjusted according to business need. Occasional overnight and frequent local travel will be necessary to attend meetings and trainings.

DISCLAIMER AND CONDITIONS OF EMPLOYMENT
The above statements are intended to describe the nature and level of work being performed by people assigned to this job title. It shall govern Full Time, Part Time, Temporary or Permanent positions. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe’s insurance policy, and successfully completing a ninety (90) day introductory period.

Employee Acknowledgement and Acceptance: [Signature]
Employee Name and Date: 02/11/14

Approval Signatures and Date
Department Director: [Signature] 2/11/14
Director of Human Resources: [Signature] 2/11/14
Ogema: [Signature] 2/17/14