

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

(928) 475-1760 ♦ Fax (928) 475-2296

Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

VACANCY ANNOUNCEMENT NO.
#23-073

OPENING DATE
December 21, 2022

CLOSING DATE
January 20, 2023

POSITION TITLE AND DEPARTMENT
Wildlife Biologist
Forestry Program

SALARY
DOE

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- **In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).**
- Regular Full-Time position. (exempt)
- Applicant must have a valid driver's license.
- Promotion Potential – Level – II, III (Equivalent to GS – 7/9/)
- Work schedule: Applicant shall be required to work on weekends, overnight and some holidays as needed.
- Applicant must be able to perform outdoors in rugged terrain to include steep, wet, muddy, rough uneven or rocky surfaces.
- Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual's suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. ***Note: Applicants must meet this requirement by completing Item No. 15., on the Application for Employment.***
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Wildlife Biologist under the direct supervision of the Assistant Forest Manager or Forest Manager, the Wildlife Biologist shall conduct field surveys on proposed actions such as timber sales, commercial forest stand improvement projects, prescribe burns, forest road construction proposals, for federally listed and tribally sensitive wildlife species. Shall conduct monitoring of know sites to ascertain site occupation and reproduction success conduct habitat/vegetation monitoring. The Wildlife Biologist shall conduct inventories for specific species in potential habitat areas, document locations using maps and GIS/GPS technology. Enter data into databases and study files interpret aerial photos, landsat imagery and topographic maps to determine land use and vegetation distribution and to plot nest/herd breeding sites. Participates in applying natural resource environmental compliance and planning on interdisciplinary teams, communicates and collaborates well internally and with external partners using written and oral (e.g., meetings, presentation) methods. In site specific locations, shall primary duty shall be conducting inventory and monitor Mexican spotted owls. Managing habitat, protecting, rehabilitating, and enhancing, as necessary.

The biologist will be subject to perform as a resource advisor on fire incidents under hazardous conditions and at irregular and protected hours. The Wildlife Biologist will utilize department vehicle as needed. Shall perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a full 4-year course of study in an accredited college or university leading to a Bachelor's degree in Biology, Wildlife, Environmental Science, Natural Resources Management or related degree. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

OR;

Candidates must have three (3) years of specialized experience. Specialized experience is experience in wildlife, natural resources management or a combination of education (Minimum of 24 semester hours in biological science, agriculture, natural resource management, chemistry or a discipline closely related to biology). and experience in a job related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

Physical Requirement: Must be in good physical condition to perform physical exertions, such as bending crouching stooping stretching, reaching and similar activities. This also include heavy lifting and walking, climbing at high elevations (6,000 – 8,000 feet above MSL) in all types of terrain and weather.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of major wildlife species found on the San Carlos Apache Indian Reservation.
2. Knowledge of inspecting projects designed to improve wildlife habitat.
3. Knowledge of conducting studies and surveying wildlife movements, populations, and harvest.
4. Knowledge of maintaining special studies on rare, threatened, and endangered species.
5. Knowledge of writing reports.
6. Ability to working alone, or with other people during early morning hour's night or during the day.
7. Ability to use compass, 4X4 vehicles and topographic maps.
8. Ability to communicate effectively both orally and in writing with the general public.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
 1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
 2. Enrolled member of the San Carlos Apache Tribe
 3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
 4. Other Native American
 5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
 6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/Timecah Cosen
Human Resource Assistant

December 21, 2022
Date