

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

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Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#23-072	December 21, 2022	January 20, 2023
POSITION TITLE AND DEPARTMENT	SALARY	
Natural Resources Planner	GS 5/7/9	
Forestry Program	Equivalent	

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.
- 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 the Natural Resources Planner under the direct supervision of the Assistant Forest Manager or Forest Manager, the Natural Resources Planner is responsible for long range planning, development of special plan studies and preparation of planning documents for Tribal lands and resources, primarily the Integrated Resources Management Plan (IRMP). The Natural Resources Planner develops, compiles and edits special studies and planning documents for tribal lands and resources usage profiles. Gather and analyze data in concert with Tribal, Bureau, and other agencies, in preparation of land use profiles and reports on land and resources conditions, relating and integrating existing plans or studies into the IRMP. Conducting and facilitating public meetings involving tribal members, clearly explaining to them the issues, concerns and opportunities that are identified through the planning process. Shall listen to and documenting the public's concerns and opinions. Assisting in interdisciplinary team working sessions of land use condition and policy statements. Plans and supervises the development and maintenance of ongoing scientific studies designed to ensure compliance with federal regulations and laws, including the Endangered Species Act, Environmental Protection Act, and National Environmental Policy Act, Designs. Implements complex scientific studies in conjunction with other tribal departments, including Recreation and Wildlife, Environmental Protection, Soil and Moisture, and Planning Department in accordance with strategic planning goals and objectives. Facilitates natural resource strategic planning sector and interdisciplinary team meetings. Works with outside resources to develop appropriate informational material and media. Works with other interdisciplinary areas, outside agencies, tribal interests and contractors providing natural resource management expertise. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a full-4-year course of study in accredited college or university that led to a bachelor's or higher degree that included a major field of study in Biology, Natural Resource Management, Sociology, Political Science or a closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

OR;

Candidates must have had three (3) years of specialized experience. Specialized experience is experience in biological sciences related field or a combination of education (credit will be given for college courses equivalent to at least 12 semester hours in biological sciences, natural resource management, sociology, political science, urban affairs, indigenous studies or related) 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 manual labor that include heavy lifting and using tools and equipment for extended periods of time.

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 principles of scientific and statistical research methodologies.
2. Knowledge of San Carlos Apache Tribe's strategic plan regarding natural resource management and usage.
3. Knowledge of all applicable tribal, state and federal policies, laws and regulations governing natural resource management.
4. Knowledge of appropriate reference resources and research techniques required for project protocol development, implementation and evaluation.
5. Ability to establish and maintain effective working relationships with individuals with varying backgrounds, understanding and priorities.
6. Ability to work efficiently in an environment subject to changing priorities.
7. Ability to maintain professionalism and a strict standard of confidentiality.
8. Ability to relate to the San Carlos Apache history and culture as it relates to family and community.

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 the Human Resource 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 RESOURCE OFFICE CLEARANCE:

/s/Timecah Cosen
Human Resources Assistant

December 21, 2022
Date