

**RESOLUTION OF THE
WHITE MOUNTAIN APACHE TRIBE OF THE
FORT APACHE INDIAN RESERVATION**

- WHEREAS,** the White Mountain Apache Tribe is seeking recovery from the devastation of the Rodeo-Chediski wildfire and recognizes the efforts that will be needed to mitigate the direct impacts of the fire; and
- WHEREAS,** the specifications identified by the Department of Interior's Emergency Stabilization and Rehabilitation Team have identified specifications for rehabilitation and stabilization treatments of the natural resources on Trust lands; and
- WHEREAS,** there is a time limit of three years to complete funded tasks identified in the Burned Area Emergency Stabilization and Rehabilitation Plan and yearly accomplishment and financial reports required; and
- WHEREAS,** in the form of an approved plan, funding is awarded for several identified tasks with specifications including the Implementation Leader; and
- WHEREAS,** the Tribal Council has reviewed a job description for the Implementation Leader, copy attached to this Resolution; and
- WHEREAS,** the Council finds that the Implementation Leader must meet those job description requirements, provided that the Tribal Council review the applications of the finalists to authorize the selection of the Implementation Leader and; and
- WHEREAS,** the Implementation Leader position can be contracted to the Tribe pursuant to P.L. 93-638 through a cooperative agreement with the Bureau of Indian Affairs, Fort Apache Agency; and
- WHEREAS,** this cooperative agreement can be structured to incorporate any other functions and tasks under the BAER recovery plan which the Tribe may wish to contract at a later date; and
- WHEREAS,** pursuant to this Resolution the Tribe can immediately seek qualified individuals to fill the Implementation Leader position, and may utilize all available avenues to seek a qualified candidate, including an IPA transfer agreement with any federal agency; and
- WHEREAS,** the Tribal Council will seek full funding for the position and the required contract support and start up cost for the position.

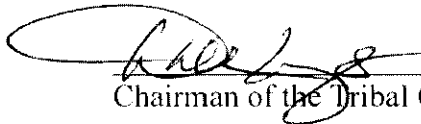
Resolution No. 07-2002-173

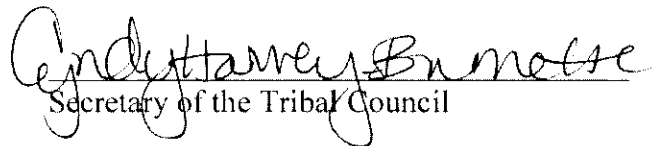
BE IT RESOLVED by the Tribal Council of the White Mountain Apache Tribe that it hereby requests and authorizes a P.L. 93-638 cooperative agreement between the Tribe and the Bureau of Indian Affairs, Fort Apache Agency for the function of Implementation Leader and such other tasks as the Tribe subsequently selects for the ESR program.

BE IT FURTHER RESOLVED by the Tribal Council of the White Mountain Apache Tribe that it hereby requests that contract support costs for the Implementation Leader also be funded through the ESR program and that all available assistance be provided by applicable federal agencies as needed for a potential IPA agreement, if needed to obtain the services of a qualified individual for the position.

The foregoing resolution was on July 23, 2002 duly adopted by a vote of SEVEN for and ZERO against by the Tribal Council of the White Mountain Apache Tribe, pursuant to authority vested in it by Article IV, Section 1 (a), (b), (c), (g), (i), (j), (s), (t), and (u) of the Constitution of the Tribe, ratified by the Tribe September 30, 1993, and approved by the Secretary of the Interior on November 12, 1993, pursuant to Section 16 of the Act of June 18, 1934 (48 Stat. 984).

AUG 1 2002


Chairman of the Tribal Council


Secretary of the Tribal Council

**WMAT NATURAL RESOURCES SPECIALIST
BURNED AREA EMERGENCY STABILIZATION AND REHABILITATION COORDINATOR**

A. INTRODUCTION

The Burned Area Emergency Stabilization and Rehabilitation (ESR) Coordinator, works under the direct supervision of the Tribal Forest Manager. As the ESR Coordinator the incumbent has the complete oversight and coordinating responsibilities for the implementation of the ESR Plan on the Rodeo/Chedeski Complex on the Fort Apache Indian Reservation. The ESR projects are necessary for the protection and mitigation of wildland fire effects on natural and cultural resources. In addition, the incumbent may provide additional oversight on projects within areas controlled by the U. S. Forest Service.

The incumbent contributes to the mission of the Bureau/Branch by providing support to all phases of work carried out within the Agency and Tribe's Forestry and Natural Resources Management programs.

B. MAJOR DUTIES AND RESPONSIBILITIES

Reviews the approved ESR plan to ensure that all policies and procedures within the plan are compatible with existing policies and procedures within the Bureau and the White Mountain Apache Tribe (WMAT).

Coordinates all ESR projects on an interagency basis as directed and outlined in the ESR plan and all associated supplemental specifications. Ensures that established safety guidelines are followed for all projects. Monitors all projects and makes adjustments to procedures as recommended.

Ensures all ESR activities are planned and implemented to achieve compliance with applicable statutes (e.g., NEPA, NHPA, ESA, CWA), implementing regulations, and other federal and Tribal statutes.

Evaluates all proposed treatments. Coordinates activities with all entities to ensure that all projects are completed in a timely manner. Reviews project application and makes recommendations for needed follow-up, monitoring, and other actions for long-term application.

Maintains a budget tracking system. Monitors all official expenditure reports to ensure funds are properly accounted for and no cost over-runs occur. Reconciles budget weekly and requests additional funding through amendments as needed. Prepares a final report on all expenditures.

Coordinates all projects according to specifications and prepares all sub-contracts to non-Bureau contractors, if needed. Ensures completion of recommended ESR projects, that proper materials and supplies are on hand for all phases of the project work, and monitors all aspects of the contract through completion.

Utilizes BAER ESR Policy to maximum extent possible to mitigate fire-related damages to ecosystems, life, and property. Develops and updates ESR plans and amendments in coordination with Tribal and BIA ID Team and in compliance with policy guidelines. Prepares and submits amendments for additional ESR work not provided for in existing plan through proper approval processes.

Supervises project team leaders and coordinates activities among various simultaneous on-going projects. Ensures projects are administered efficiently and completely. Ensures all administrative functions within the ESR program are managed appropriately.

Knowledge of budgeting and fiscal matters, agency regulations and policies in order to determine financial needs. Prepare budgets, provide fiscal accountability, complete personnel action requirements, implement small purchasing and procurement processes, and other administrative duties.

Knowledge of federal laws, acts, regulations, P.L. 93-638, and federal/tribal natural resource polices and issues pertaining to sensitive information in order to make decisions or authoritative recommendations relating to all aspects of the ESR plan and project implementation.

Knowledge in communication, supervisory and personnel managerial techniques in order to effectively deal with individuals, tribal members, tribal officials, agency staff, and other professional entities.

Knowledge and skills with personal computer operations sufficient to support the use of various software applications including word processing, database production, spreadsheet production, and communications.

2. Supervisory Controls

Level 2-4

450 Pts

Works under the direct supervision of the Tribal Forest Manager to establish overall program objectives based on the approved ESR plan. Outlines results which must be attained, and reviews major activities and accomplishments. Incumbent uses standard references, guides, project plans and specifications to adapt and select appropriate methods and techniques for specific tasks. Incumbent is responsible for developing specific action plans and methods and procedures for carrying out plans; resolving conflicts and problems as they arise; and coordinating work with other agencies and staff. The incumbent also handles a wide variety of situations involving the coordination with administrators of cooperating agencies, research offices and universities, which will require the use of initiative and professional judgment, in consultation with Tribal resource advisors and legal staff, to determine the best response, approach, or methods to be utilized.

Must exercise own initiative and judgement to complete assignments of a non-routine nature. Consults with supervisor for guidance and solving difficult technical problems. Completed work is reviewed for adequacy in meeting ESR plan objectives.

Performance evaluation is based on the overall effectiveness of the program in accomplishing its mission.

3. Guidelines

Level 3-3

275 Pts

Guidelines are primarily governed by the approved Rodeo/Chedeski Complex ESR Plan and National ESR policy handbook. Also included are Departmental, Bureau, Agency, and Tribal regulations, directives, and policies, as well as technical manuals, procedural guides, research publications, professional journals and land management plans. However, guides do not often provide specific instructive information on handling unique situations encountered in carrying out assignments. The incumbent must be able to select, adapt, or interpret existing methods, practices, and instructions in carrying out assignments.

4. Complexity

Level 4-4

225 Pts

The incumbent provides technical guidance and assistance in the implementation of the ESR plan projects over a range of political structures, management philosophies, geographic, and socioeconomic variations. Conservation methods and measures are extended or adjusted to facilitate accomplishment of sound resource development under diverse environmental and/or community circumstances. Salvage logging operations will be concurrent with ESR activities, and strong coordination between the two activities is mandatory. The incumbent is also

responsible for ensuring that the ESR projects comply with existing regulations, policies and standards.

5. Scope and Effect Level 5-3 150 Pts

The purpose of the work is to provide technical assistance and administration to implement treatments to rectify fire damage and mitigate for any probable future damage. The technical expertise and guidance provided by the incumbent directly affect the protection of natural and cultural resources and the tribal public from the adverse impacts of fire.

6. Personal Contacts Level 5-3 60 Pts

Contacts are with Agency/Regional forestry and natural resources personnel, tribal government representatives and administration, tribal members and groups, other Federal and State agencies and the general public.

7. Purpose of Contacts Level 7-3 120 Pts

The purpose of contacts is to consult, plan, arrange, advise, coordinate, and implement, assuring a smooth flow of work and prompt action in order to accomplish the proposed ESR projects in a timely and efficient manner. The purpose of the contacts is also to implement the ESR plan to enhance and protect the natural and cultural resources and to provide for public safety.

8. Physical Demands Level 8-2 20 Pts

The incumbent is involved in both office and fieldwork. For field projects the incumbent must be capable of sustained arduous physical exertion required for hiking/walking and driving an ATV and/or 4WD vehicle in varied topography and vegetative cover. The work also requires long periods of desk work with extended periods of concentration.

9. Work Environment Level 9-2 20 Pts

Office work will be performed under conditions of adequate heat, cooling, lighting, and ventilation. Outdoor work requires exposure to extremes in climate and weather, steep mountainous terrain, loud noise, slippery or loose footing, rolling objects, dusty, dry or wet conditions, and other environmental hazards. Safety precautions are required and the employee must wear protective equipment while making on-the-ground inspections.

Work requires extended periods of travel. In traveling to and from field sites, the incumbent frequently operates a motor vehicle, sometimes under adverse conditions including ice, mud, snow, and rough terrain.

Total Points 2570

The employee is responsible for keeping self drug-free, for demonstrating knowledge of Agency and Tribal Drug Abuse Policy and procedures; must be aware and alert to the symptoms and signs of drug abuse and change in behavior; reports appearances of unusual action to responsible official; encourages peer discussion groups and outreach to available resources as appropriate; suggests to the supervisor improvements to the workplace to enhance a drug-free environment, indicating willingness to help bring about positive change.

D. MINIMUM QUALIFICATIONS

1. Required

- a. Candidates must have a combination of an academic degree in natural resources and professional work experience in field of study as follows: either 1) BS + 4 years experience; or 2) MS + 2 years.
- b. Supervisory experience.
- c. Strong technical writing and budgeting skills. Must be able to demonstrate prior success in grant writing or funding of supplements to ESR plans.

2. Strongly Preferred

- a. First-hand experience with impacts of wildland fire.
- b. Experience with timber sales.
- c. Direct experience with BAER/ESR process.