

PACIFIC STATES MARINE FISHERIES COMMISSION POSITION DESCRIPTION

Title: Debriefer (16-761)

Location: Long Beach, California (90805)

Anticipated Start Date: September 5, 2016

Position Type: Full Time – Regular (12 months or more), Hourly/Non-Exempt

Benefits Eligible: Yes | www.psmfc.org/benefits

Salary Target: \$18.84 – 29.95/hour

Job Number: 16-761

How to Apply: Online at www.psmfc.org/careers

Closing Date: August 11, 2016 at 9pm PT

Position/Project Specifics:

Pacific States Marine Fisheries Commission is looking to fill a full time Observer Program Assistant position in Long Beach, CA. The West Coast Groundfish Regional Program's (WCROP) goal is to collect information on the Drift Gillnet, Pelagic Longline, Set Gillnet and other HMS commercial fishing vessels.

General Job Description:

Act as a trainer, data manager and assistant coordinator for the WCROP. This position will be responsible for safety training, ID training, data management and serving on the National Observer Program Advisory Team's Safety Committee. Support development of Electronic Monitoring and Electronic Reporting programs within the West Coast Region of NMFS. Interact and work closely with the Sustainable Fisheries and Protected Species Divisions at the WCRO, the SWFSC, CDFW, PEMC, PSMFC, USCG, NOAA OLE, the National Observer Program and observer provider..

- **Debriefing:** Act as a debriefer for the WCROP.
- **Data QA/QC:**
 1. Check Observer sampling protocols and data forms for all NMFS debriefed trips completed.
 2. Perform mid-year and year end data corrections to all observer data.
 3. Perform corrections/updates to archived observer data as needed.
 4. Check data entry for key punch errors.
 5. Produce Data summaries and reports.
 6. Work with Observer Data, Fish Ticket Data and Logbook Data to assist in the management of fisheries on the West Coast.
- **Observer training:** Assist in the training of new observers and returning observers and the development of training curriculum. This may include scheduling training, creating lesson plans, practicals, lectures, and training aides. Will be responsible for giving presentations and lectures. Will require completion of a Marine Safety Instructor's Training Course.

*****This position requires a valid driver's license and all offers of employment will be contingent upon passing a driving record check.**

Essential Functions: (The functions listed below are characteristic of the type and level of work associated with this group and pay band. They are not all-inclusive. Individual positions may perform some or all, as well as other similar work.)

At the lower end of the range, employees:

- Compile project data into standardized electronic data formats. This includes accessing filed information and verifying its accuracy and completeness, performing data entry, electronic data transfer, editing, and error checking.
- Extract relevant data which may be presented in many different text and numeric formats, reports, tables, graphics, or figures.
- Maintain local versions of datasets in accordance with established regional database exchange formats and standards.
- Maintain a local archive of current and historical reports and documents. Coordinate the regular transfer of reference materials to archives and libraries.
- Create queries, summaries, and/or maps in response to requests for customized data.
- Prepare and manipulate various data and graphic outputs for use in reports, presentations and internet applications, using standardized retrieval scripts.

Knowledge Required by the Position:

The employee must have knowledge of:

- Fisheries Observer Programs and data collection protocols for observers with the WCROP.
- Knowledge of fishery biology
- Knowledge of Marine Mammal, Sea Turtle and Fish Identification
- Knowledge of aquatic habitats
- Knowledge of fisheries sampling protocols.

sufficient to: input data; structure information retrievals; edit, combine and manipulate data; and/or provide reports for users. This knowledge allows the employee to assess or interpret the significance of the results and relate that to the overall objective of the assignment.

Additional Mandatory and Desirable Knowledge and Skills:

- Minimum of one year as a fisheries observer
- MS Excel
- MS Word
- GIS
- ArcView
- Oral communication skills
- MS Access
- Writing technical documentation
- Conflict Management skills
- Ability to interact with fishermen
- CPR Certification
- Presentation and training skills
- Ability to work at sea

Physical Demands:

The work is generally sedentary, although there may be some nominal walking or standing for short periods of time, or carrying of light loads of papers, books, reports, etc. that require only moderate physical ability and physical stress. The work may entail heavy lifting while at sea aboard commercial fishing vessels, research vessels, or chartered survey vessels.

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Work Environment:

The works area is adequately lighted, heated, and ventilated. The work involves the common risks or discomforts typical of office, meeting rooms, libraries, and the like.

The position may require going to sea aboard commercial fishing vessels with spartan working and living conditions.

Minimum Qualifications:

A range of experience and education may be presented. Candidates must present one year of Specialized Experience** AND four years of successfully completed education above high school in biological sciences, economics, statistics, or any other field that provides the same knowledge. An equivalent combination of experience and education is also qualifying.

**Specialized Experience is experience that equips the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position and is typically in or related to the work of the position being filled. To be creditable, Specialized Experience must have been equivalent to at least the next lower level in the normal line of progression for the position being filled.

Please Note: Preference will be given to candidates with prior Observer Experience with the WCGOP.

Pacific States Marine Fisheries Commission is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, sexual orientation, age, disability, gender identity, veteran status, genetic data, or other legally protected status.

If you have a disability and need assistance completing the application form, you may call the PSMFC human resources office at (503) 595-3100 between the hours of 8 a.m. and 5:00 p.m. PST, Monday-Friday. Reasonable accommodations for interviews will be provided upon request to individuals with disabilities.

We maintain a drug-free workplace.