

PACIFIC STATES MARINE FISHERIES COMMISSION POSITION DESCRIPTION

Title: Data Management Specialist 2 (16-750)

Location: Anchorage, Alaska (99513)

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

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

Salary Target: \$21.07/hour

Anticipated Start Date: July 17, 2016

Job Number: 16-750

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

Closing Date: June 23, 2016 at 9pm PT

The Data Management Specialist 2 (Natural Science) will assist the Alaska Fisheries Science Center's (AFSC) Fisheries Monitoring and Analysis Division (FMA) with data management. The position is located in Anchorage at the Federal Building Annex, 222 West 8th Ave., Anchorage, Alaska. The job duties of this position will be to assess, track and ensure that data collected by fisheries observers meets data quality standards.

Position/Project Specifics:

This position reports to the Field Operations Manager and is primarily responsible for:

- Serving as an inseason advisor for fisheries observers deployed to commercial fishing vessels.
- Conducting mid-cruise debriefings of fisheries observers during their deployment to commercial fishing vessels.
- Conducting final debriefings of fisheries observers at the completion of their deployment to commercial fishing vessel.
- Ensuring the data collection methods used by fisheries observers are consistent with the programs' established procedures.
- Ensuring that all data collected by fisheries observers meets the program's data quality standards.
- Assisting fisheries observers to resolve data collection and recording problems.
- Assisting in the briefing of fisheries observers prior to their deployment.
- Interacting with members of the fishing industry to assess whether their vessel can accommodate a fisheries observer.
- Working and communicating with FMA staff to ensure data integrity and consistency.
- Coordinating with AFSC and FMA IT specialists to troubleshoot and problem-solve computer, communications, and other hardware and software issues.
- Inventorying, tracking, issuing, and receiving the sampling and safety equipment used by fisheries observers.

This position requires a valid driver's license and all offers of employment will be contingent upon passing PSMFC's driving policy for the prior three years.

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, Data Management Specialists (Natural Sciences):

- 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.
- Perform a variety of tasks related to Geographic Information Systems (GIS) that may include map preparation, geo-referencing biological and habitat data, maintaining location information tables, editing and updating hydrographic GIS coverages, and maintaining metadata for data sets and GIS coverages.
- Train technical and general users in data collection and recording protocols through individual instruction and/or group presentations.
- 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.
- Maintain, and prepare procurement documents for equipment used for data collecting, training activities, and in support of division activities.
- Maintain equipment and materials used in labs and work station in support of Division activities.

At the upper end of the range, employees:

- Develop and implement databases and libraries. Includes acquiring new data as well as taking previously created or historical databases or spreadsheets and integrating them. Data sources vary in format including database, spreadsheet, and survey data sets. Custom interfaces may be required.
- Produce written research and statistical reports (including graphs, tables, maps, and text), data sets, and data summaries using a variety of analytical techniques and software tools. This involves the master-level use of database retrieval scripts.
- Document data handling and reporting to ensure consistency and validity of data between and within sites. Files may come from sources that use different computer hardware, software systems/protocols, and different communication packages.
- Maintain and update data catalogs, data catalog directories, and metadata.
- Perform system maintenance and backups. This includes routine database checkpoints, checkpoint verification, tuning, data-process merges, and user account management. Restore files when required.
- Perform Help Desk functions, responding to on-line user inquiries about access to the database and data retrievals, the execution of query scripts, and standard report programs.

Knowledge Required by the Position:

The employee must have knowledge of:

- fish biology and species identification for fishes in the North Pacific.

- scientific method and sampling protocols.
- windows-based computer applications such as word processing, spreadsheets, e-mail, and database software.
- technical writing protocols.

Additional Mandatory/Desirable Knowledge and Skills:

- *Oracle - D*
- *MS Excel - M*
- *MS Word - M*
- *Sybase - D*
- *oral communication skills - M*
- *writing technical documentation - M*
- *other experience with the North Pacific Groundfish and Halibut Observer Program - D*

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.

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.

Minimum Qualification Requirements:

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 the natural sciences (biology, fishery biology, environmental science, aquatic science, geology, chemistry, physics, mathematics). 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.

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

Pacific States Marine Fisheries Commission is an Affirmative Action (AA) and Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will received fair and impartial consideration without regard to race, sex, color, religion, national origin, gender identity, age,

mental or physical disability, sexual orientation, 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 individual with disabilities.

We maintain a drug-free workplace.