



## PACIFIC STATES MARINE FISHERIES COMMISSION POSITION DESCRIPTION

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**Title:** Data Management Specialist 2 (17-921)

**Location:** Seattle, Washington (98115)

**Anticipated Start Date:** October 2, 2017

**Position Type:** Full Year (12 months or more), Hourly/Non-Exempt

**Benefits Eligible:** Yes | [www.psmfc.org/benefits](http://www.psmfc.org/benefits)

**Salary Target:** \$21.12/hour

**Job Number:** 17-921

**How to Apply:** Online at [www.psmfc.org/careers](http://www.psmfc.org/careers)

**Closing Date:** September 4, 2017 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 at the Alaska Fisheries Science Center, 7600 Sandpoint Way N.E., Seattle, Washington. The job duties of this position will be to ensure sufficient data collection and safety equipment is available and ready for fisheries observers in training and briefings, all required safety and data collection equipment is issued to and returned by fisheries observers, safety equipment is maintained and certified following manufacturer's protocols, and fisheries observers are trained on the proper use and maintenance of the data collection and safety equipment issued to them.

### Position/Project Specifics:

This position reports to the Training and Gear Supervisor and is primarily responsible for:

- Ensuring the lab is clean, organized, and equipped.
- Ensuring lab safety equipment is tested on a regular basis.
- Repairing, packing, and shipping data collection and safety equipment used by fisheries observers.
- Ensuring sufficient data collection and safety equipment is available.
- Ensuring safety equipment is certified and maintained following manufacturer's protocols.
- Scheduling and conducting the issue and return of equipment used for data collection.
- Using custom software application to record data collection and safety equipment issued, returned, and lost.
- Developing lesson plans and training materials.
- Assisting in the training and briefing of fisheries observers prior to their deployment.
- Ensuring that all data collected by fisheries observers meets the program's data quality standards.
- Working and communicating with FMA staff to ensure data integrity and consistency.

**\*\*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.\*\***



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**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.



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- 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, publishing software, presentation software, database software, and statistical analysis packages.
- technical writing protocols.

### ***Additional Mandatory Knowledge and Skills:***

- *fish id species skills*
- *effective oral communication skills*
- *experience with the North Pacific Groundfish and Halibut Observer Program*
- *use of basic hand tools and work bench chemicals*

### ***Additional Desirable Knowledge and Skills:***

- *Sybase and Oracle*

### **Physical Demands:**

This position will focus in part on relocating gear room to another building over the next few months and physical requirements are greater than normal. There will be standing for long periods, carrying and moving gear weighing up to 50 pounds, but loads can be split as needed. There will be walking from one hanger to another.

### **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, warehouses 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.



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\*\*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.

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Pacific States Marine Fisheries Commission is an Affirmative Action (AA) and 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, 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 p.m. PST, Monday-Friday. Reasonable accommodations for interviews will be provided upon request to individuals with disabilities.

We maintain a drug-free workplace.