



## PACIFIC STATES MARINE FISHERIES COMMISSION POSITION DESCRIPTION

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**Title:** Fisheries Policy Analyst (18-1112)

**Location:** Seattle, WA (98112)

**Anticipated Start Date:** November 27, 2018

**Position Type:** Full Year, Full Time, Hourly/Non-Exempt

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

**Salary Target:** \$23.00-\$24.00/hour, DOE

**Job Number:** 18-1112

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

**Closing Date:** November 14, 2018

**Group Definition:** Data Management Specialists (Social Sciences) use a background in the social sciences as they assist in the population, maintenance, enhancement and distribution of databases. They locate, obtain, standardize, enter, verify, and correct various data sets related to project goals and work plans.

### **Position/Project Specifics:**

This project, Retrospective of management actions of North Pacific fisheries, will perform and support a collaborative research project involving North Pacific Fishery Management Council (NPFMC), NMFS Alaska Regional Office (AKRO), and NMFS Alaska Fisheries Science Center (AFSC) staff. The NPFMC, the AKRO, and AFSC work together to different degrees across projects and management actions to fulfill diverse mandates and effectively manage the marine resources of the North Pacific. The project will provide a retrospective that will directly improve the quality and efficiency of analyses conducted on North Pacific fishery management actions.

This project will conduct a review of past analyses and identify key elements that contribute to their success. A comprehensive overview of the features of the most successful analyses will inform future analyses and strategic choices of how to best plan for different analytical needs. This project will provide insight into when analyses have proved most effective and when additional information would have been most beneficial. The output from the project will also help identify the existing or potential tools that will be most effective in improving future analyses.

The Analyst hired to support this project will work with NOAA Fisheries and North Pacific Fishery Management Council staff to evaluate previous analyses to identify best practices that may be used to make future analyses better and more efficient.

The position will involve reading, analyzing, and summarizing documents, discussing analyses with analysts, assisting in writing documents and presenting project results. The ideal candidate will possess knowledge of analysis and visualization concepts, fisheries and natural resources management, some knowledge of statistics and statistical analysis, economics, strong interpersonal communications across varied audiences, and have strong writing skills.



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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, 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 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.

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 use, modification, and development 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.
- Participate in technical user groups to determine future data needs and the programs that will fulfill them.
- Coordinate the development of standards and exchange formats for the efficient movement of data between participants.

### **Knowledge Required by the Position:**

The employee must have knowledge of:



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- Social sciences
- Personal computers and software packages and applications for databases, spreadsheets, and word processing
- Data management concepts, principles, and methods
- Quality assurance principles
- Technical documentation methods and procedures
- Statistical analysis
- Common query languages
- The organization's data assets

### **Additional Mandatory Skills:**

- *MS Excel*
- *MS Word*

### **Additional Desirable Skills:**

- *Adobe Photoshop*
- *Adobe Illustrator*
- *MS Access*
- *Statistical software*
- *Relational database software*
- *Oral communication skills*
- *Writing technical documentation*

### **Complexity:**

At the lower end of the range, the employee decides what to do by identifying the data content and information structure needed for each processing request and selecting the appropriate routine to set up and format each job.

At the higher end of the range, data will be in any number of formats, some computerized and some not. Computerized data may not be in a form that matches user needs exactly and therefore requires translation into a common format. Data may be missing or in a format that requires conversion to defined standards.

### **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:**



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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:**

Candidates must present one year of Specialized Experience\*\* AND four years of successfully completed education above high school in anthropology, economics, statistics, or any other field that provides the same knowledge. An equivalent combination of experience and education is also qualifying. A bachelor's degree in field that required some analysis or a master's degree in marine affairs or public policy recommended. Some experience in marine science and management is strongly recommended.

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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 5:00 p.m. PST, Monday-Friday. Reasonable accommodations for interviews will be provided upon request to individuals with disabilities.

We maintain a drug-free workplace.