



## PACIFIC STATES MARINE FISHERIES COMMISSION POSITION DESCRIPTION

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**Title: IFQ Catch Monitor Program Lead Trainer/Debriefer (19-1068)**

**Location:** Portland, Oregon (97202)

**Anticipated Start Date:** April 22, 2019

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

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

**Salary Target:** \$22.00-\$27.00/hour, DOE

**Job Number:** 19-1068

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

**Closing Date:** March 6, 2019 at midnight

**Group Definition:** Data Management Specialists (Natural Sciences) use a background in the natural 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:**

Pacific States Marine Fisheries Commission is looking to fill a full-time Trainer/Debriefer position in Portland, OR for the IFQ Catch Monitor (CM) Program. The CM Program facilitates the QA/QC process in the IFQ Trawl Fishery by comparing independently collected catch monitor (CM) data with industry data. To accomplish this, the CM Program trains and briefs CMs, error checks incoming data, provides feedback, and debriefs CMs annually.

This position involves some travel, about 10% of days worked. Occasional overnight travel required.

**General Job Description:**

- Catch Monitor training
  - Training preparation includes develop lesson plans, homework assignments, lectures, and training activities.
  - Participate in trainings, give lectures, correct homework, provide feedback and answer questions.
  - Sign gear in and out as required.
- Inseason data management
  - Examine incoming paper data as well as electronic data for accuracy and completeness (QA/QC).
  - Provide timely feedback to catch monitors and first receivers to resolve discrepancies.
  - Answer questions and troubleshoot problems from catch monitors regarding Catch Monitor Program protocol.
- Conduct debriefings as required.
  - Review data to ensure all corrections have been completed.



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- Discuss data collection methods to ensure appropriate methods were used.
- Provide detailed feedback.
- General office tasks including organizing files, maintaining databases and spreadsheets, answering phone calls and emails.

**\*\* 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, 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 hydrography GIS coverages, and maintaining metadata for data sets and GIS coverages.
- Train technical and general users in the use of database applications 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.

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.



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- 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:

- natural sciences
- 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
- analytical methods and common query languages
- the organization's data sets

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 the results and relate that to the overall objective of the assignment.

### **Additional Mandatory skills:**

- *Microsoft Excel*
- *Microsoft Word*
- *Oral and written communication skills*
- *Valid Driver's license*
- *Fish ID Skills*
- *Using fish keys*
- *Compiling neat and accurate data*
- *Life 40-50 pounds*

### **Additional Desirable Skills:**

- Microsoft Access
- Microsoft Powerpoint



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### **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. Significant amounts of time may be spent on the phone.

During training or while in the field, there may be walking, climbing stairs and ladders, reaching, lifting, and bending. The employee must be able to handle totes of fish or gear weighing up to 50 pounds. Long daily periods of walking and/or standing may be required.

### **Work Environment:**

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

Some work may be performed in fish processing facilities or on docks in the field. Employees may work on narrow, elevated walkways and platforms that are over or adjacent to water. Field work involves exposure to all types of weather, slippery docks, and irregular terrain.

### **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.

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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.



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We maintain a drug-free workplace.