



PACIFIC STATES MARINE FISHERIES COMMISSION POSITION DESCRIPTION

Title: West Coast Groundfish Observer Program - Debriefers (19-1107)

Location: Hammond, OR (97121)

Anticipated Start Date: April 15, 2019

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

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

Salary Target: \$21.57-\$25.00/hour

Job Number: 19-1107

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

Closing Date: April 10, 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:

The West Coast Groundfish Observer Program's (WCGOP) primary goal is to collect information on the discard of West Coast groundfish from commercial fishing vessels. This information is used to assess the total mortality of a variety of groundfish species. WCGOP debriefers are vital to the success of the WCGOP. Debriefers train, provide support, and act as mentors to the observers. They are also a key component in the data QA/QC process.

Debriefers support observers with sampling questions and review the data collected by observers in the field, ensuring that data have been correctly collected and entered into the program's database. Debriefers are responsible for evaluating observer performance with regards to sampling methodologies, calculations, correct form completion, meeting deadlines, data entry, problem solving, species ID, communication, etc.

Debriefing responsibilities: Act as a debriefer for Catch Share and Non Catch Share observers that are part of the WCGOP. Data QA/QC: 1) Check Observer sampling protocols and data forms for every trip completed. 2) Effectively organize, track, and ship biological specimens collected by assigned observers. 3) Write detailed evaluations to provide feedback to observers. 4) Conduct periodic sit-down debriefings with observers, as required by the program. 5) Perform corrections/updates to archived observer data as needed. 6) Check data entry for key punch errors. 7) Contribute to discussions and decision making, related to the updating of sampling protocols, including the creation and updating of sampling materials (e.g., manuals, data forms).

Observer training responsibilities: Assist in the training of new observers and the development of training curriculum and materials. This may include creating lesson plans, practicals, lectures, homework assignments and training aides. May be responsible for giving presentations and lectures.



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****NOTE: There is another WCGOP debriefer position open in Seattle, WA. Interested candidates are encouraged to apply to both job postings.****

**** 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.
- 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.



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- 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:

- Fisheries Observer Programs and data collection protocols for WCGOP observers
- 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
- The organization's data assets

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 Knowledge and Skills:

- *MS Excel*
- *MS Word*
- *Oral communication skills*

Additional Desirable Knowledge and Skills:

- *Adobe In-Design*
- *MS Access*
- *Experience writing technical documentation*
- *Conflict management skills*

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 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 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.

Please note: Preference will be given to candidates with prior observer experience with the WCGOP.

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.