



PACIFIC STATES MARINE FISHERIES COMMISSION POSITION DESCRIPTION

Title: Data Management Specialist 2 (19-1128)

Location: Seattle, WA (98112)

Anticipated Start Date: July 1, 2019

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

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

Salary Target: \$26.00/hour, DOE

Job Number: 19-1128

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

Closing Date: June 14, 2019 at midnight (PT)

Group Definition: Data Management Specialist (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:

The Pacific Coast Groundfish Fishery Social Study (PCGFSS) collects primary quantitative and qualitative data through a survey and semi-structured interviews. This study measures social changes in the fishery as a result of the transition to a catch shares management system. Data was collected in 2010/2012 and in 2015/2016. Common themes that have currently emerged include greying of the fleet, program perceptions, changing fisheries participation and emerging/changing women's roles. Supplemental projects under the umbrella of this project have been developed to further investigate these themes. Data and results of this project are reported to the Pacific Fishery Management Council, are reported to the West Coast Regional Office, are communicated in peer reviewed publications and will be provided to the 5-year review of this specific management effort. Current efforts include a multi-year analysis of changes for reporting to the 5-year review.

The position will serve as a team member on the PCGFSS Project team. Positions will be located at the NWFSC in Seattle, Washington. Anticipated start date is July 1, 2019, but may be flexible. This position will be for one year, approximately 30-39 hours per week depending on the needs of the project.

1) Office work daily description:

Work will be conducted on a federal facility at a work location that is close to other team members working on the same/similar projects. Collaboration and daily communication with the team leader and other team members is typical. Duties in the office include the analysis of primary data collected utilizing either SPSS statistical software, R statistical software, Microsoft Excel and Access and the possibility of other emerging software as the project grows. Analysis outlines and tracking documents will provide guidance for analysis needs and the tracking of completed steps in the analysis. The team leader and other team members will be available to discuss data issues or questions regarding data analysis and



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results. Results from the SPSS output files will be copied into Excel or R for conversion into graphs and charts utilizing a standard format for the project. Team meetings are scheduled weekly and other meetings will be scheduled as needed. Timelines are utilized to track progress and reach reporting goals.

2) Field work description:

Field research will involve working with the team leader to identify communities along the West Coast which require additional efforts to collect primary data from industry members. Field research is supported by preliminary communications with industry members gauging their availability during a specific time period and scheduling a field visit to a community to a specific time period. Typically, one to two researchers travel (drive) to a community to conduct the research. In the event a fellow team member is already working in a community a second researcher may travel to a specific community to support the field researcher. Researchers will collect primary data through the use of an established survey document and semi-structured interviews. Survey administration and interviews are conducted primarily in person. A digital voice recorder is provided to each researcher to record interviews with the approval of the research subject. Meetings with industry members may occur at various locations convenient to the research subject. Meetings may be held in coffee shops, in homes, at restaurants, at places of business, onboard vessels or on the docks. Researchers should be prepared to access port docks and board vessels on a regular basis. No traveling aboard any vessels is anticipated. Upon completion of data collection, surveys are coded, recorded interviews are backed up and survey/interview tracking paperwork is completed.

Duties:

- Organize all data for web-based application and to meet NOAA PARR requirements
 - Determine necessary aggregations of data to protect confidentiality
 - Determine which data is to be removed to protect confidentiality
 - format data correctly for web based application
- Analyze existing social science data from the data collection
 - Analyze quantitative survey data
 - Generate results in the form of tables, graphs, and other graphics
 - Protect all data for confidentiality
 - Follow all data analysis guides and matrices
 - Follow all data protection requirements
 - Follow all data management and organization direction
- Contribute to the generation of applicable reports and publications
- Contribute to the presentation and dissemination of project results through oral and written communications
- Collect primary data for the social study
 - Follow study methodology for data collection
 - Utilize existing survey tool for primary data collection
 - Follow the study's semi-structure interview guides for interviews
 - Protect all data for confidentiality
 - Utilize all study design elements to organize, track, and manage data



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- Input data
 - Enter survey data into SPSS
 - Follow all established guidelines for survey data entry
 - Transcribe all interviews in real time
 - Utilize established study methodology to save raw interview recorded files
 - Utilize established study methodology to save transcribed files
 - Generate theme summary documents from transcribed interviews
- Track all participation utilizing established research organizational tools
 - Complete the confidential survey participant tracking booklet
 - Enter all contact/participant status information in established database
- Participate in team meetings as needed
- Participate as a member of Voices from the West Coast - oral histories as supplemental to this project as well
 - Contribute to the collection of oral histories as it aligns with existing and ongoing efforts
 - Follow existing methods and protocols
 - Work with team members to strategize data collection and negate duplication
- Participate in outreach events to communicate research and network with study participants as needed

Essential Functions:

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 local versions of datasets in accordance with established regional database exchange formats and standards.
- 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.
- Maintain and update data.



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Knowledge Required by the Position:

- Field of education related to the social sciences, such as sociology, anthropology, human geography, etc.
- Field of education/experience related to social science statistics (non-economic in nature)
- Interdisciplinary studies to include environmental, fisheries and marine emphasis in conjunction with education or experience in the social sciences
- Experience in the social sciences and human subjects methodologies including:
 - Quantitative data analysis
 - Semi & Unstructured Interviewing
 - Oral history interviewing
 - Face to Face survey administration
 - Quantitative data analysis
- Experience with Microsoft Office Programs
- Knowledge of SPSS software for quantitative data analysis
- Experience with R

Additional Desirable Skills:

- Beneficial, but not required: Knowledge of other social science statistical software packages.

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:

For in-office work the environment is in the NWFSC offices in Seattle, Washington. For field work locations the environments vary and are unpredictable.

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 anthropology, economics, statistics, or any other field that provides the same knowledge. 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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Preference will be given to qualified candidates who demonstrate: A minimum of a Master's degree from an accredited college or university is being sought. A bachelor's degree in an anthropology and or a statistical field with three years' experience conducting interviews and surveys or quantitative data analysis will be considered. Prefer experience to include quantitative social science data analysis, semi-structured and or/unstructured interviewing, survey administration (in-person) and oral history interviewing, knowledge of SPSS, R and Excel are highly preferable.

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.