**STATE OF WASHINGTON**

**DEPARTMENT OF PERSONNEL**

## POSITION DESCRIPTION FORM

#### FOR GENERAL SERVICE CLASSIFIED POSITIONS

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| **INSTRUCTIONS:** This form is to be completed by the supervisor of the position when filling new or vacant positions. For filled positions the supervisor shall complete this form with input from the incumbent. Agencies and institutions of higher education may develop their own forms to use in lieu of this one. Such forms must contain components similar to those on this form. Each position description shall include the primary duties and responsibilities, essential functions, required competencies, and other job-related information. |

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| **CHECK THE BOX THAT APPLIES:** | | New Position | | Vacant Position  Abolishment | | | | | Filled Position  Update  Reallocation |
| **PROPOSED CLASS TITLE: Paid internship** | | | | | | | **POSITION NUMBER: 9416** | | |
| **WORKING TITLE: Aquatic Assessment & Monitoring Team intern** | | | | | **POSITION SALARY RANGE:**  Check if applies:  Assignment Pay  Special Pay | | | | |
| **INCUMBENT’S NAME:** | | | | | | | | | |
| **PERSONNEL AREA =** DEPARTMENT**:** **Natural Resources** | | | | | | | | | |
| **ADDRESS WHERE POSITION IS LOCATED: 1111 Washington St. SE; Olympia, WA 98504** | | | | | | | | | |
| **PERSONNEL SUBAREA =** BARGAINING UNIT**:**  NON-REPRESENTED  WMS  EMS  OTHER: | | | | | | | | | |
| **APPOINTMENT INFORMATION –** COMPLETE THE BOXES THAT APPLY: | | | | | | | | | |
| Full-time | Part-time | | Seasonal/Cyclic Year (identify cyclic year) | | | | | | |
| Hours Worked Per Week 40 | | | Assigned Shift TBD | | | | | | |
| **FOR HUMAN RESOURCE/PAYROLL OFFICE USE ONLY:** | | | | | | | | | |
| Class Title: | | | | | | | | Effective Date: | |
| Work Period Designation (S, NS, E, L)        S=Scheduled NS=Non-Scheduled E=Excepted L=Law Enforcement | | | Position Retirement Eligible:  yes  no  Position:  funded  non-funded | | | | | | |
| County Code Where Position is Located: | Organization Unit: | | | | | Worker’s Compensation Code: | | | |
| Cost Center Code: | | | | | | | | | |
| **JOB SUMMARY** | | | | | | | | | |
| This position, within the Aquatics Assessment and Monitoring Team provides scientific support to the Aquatics Division for the stewardship of all state-owned aquatic lands in collaboration with other Aquatics Division district and headquarters staff and managers. The person in this position will: conduct scientific literature reviews on work conducted by others in support of division management and district requests; review, interpret and provide recommendations on land use authorization applications as requested; conduct surveys, collect, process, manage and archive field data; apply protocols for laboratory analysis, coordinate the citizen science volunteer program and the K-12 AAMT science stewardship outreach and education program; work with DNR Communications Program to develop appropriate outreach materials | | | | | | | | | |
| **SUPERVISORY RELATIONSHIPS** | | | | | | | | | |
| **IMMEDIATE SUPERVISOR’S NAME:**  **Cinde Donoghue** | | | | **SUPERVISOR’S TITLE:**  **Aquatic Ecologist** | | | | | |
| **PART 1:**  Check the statement that most accurately describes the level of supervision you exercise over this position:  Close, detailed  Spot-check basis only  Little, employee responsible for devising own work methods  Other, please explain:  . | | | | | | | | | |
| **PART 2:**  Is this a supervisory position?  Yes  No Is this a lead position?  Yes  No  If “yes” list the number of subordinate employees by job classification and the number of hours they work per week: None  Check the boxes that apply:  Does this position  Hire  Evaluate  Correct  Discipline  Terminate Others  Assign Work  Instruct and  Check the Work of Others?  Attach an organizational chart if available.  Aquatics Division Manager    Asst. Division Manager – Operations section  Aquatic Assessment and Monitoring Team Supervisor  Aquatic Ecologist (NRSci3) | | | | | | | | | |

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| **ESSENTIAL FUNCTIONS** | | | |
| List the essential functions of the position in decreasing order of importance by percentage of time spent on each. Functions listed in this section should fall into one or more of the following categories:   1. Job tasks that are fundamental, not marginal, and are the primary reason(s) for which the job was established. These tasks cannot normally be transferred to another position without disruption in the flow or process of work. 2. Any task(s) that is so critical that it cannot be eliminated from the description of the job without significantly changing the position’s role and contribution to the organization. 3. Any task(s), regardless of the frequency of performance, which cannot be assumed by another employee, whether of the same or different position, either due to undue hardship to the employer or unavailability of alternate incumbent, yet still must be accomplished. 4. Any task(s), which if eliminated would so significantly impact the description of the position that it would require a change in classification and/or salary range. | | | |
| Percentage\*  By month  By year  Other: | | Essential Functions | |
| 25% | | Science support for leasing decisions   * Research and review current scientific literature. Apply scientific principles to interpret findings and makes recommendations for implementation of proposed projects on state owned aquatic lands. * Analyze existing methods to gather spatially explicit ecological data for evaluating impacts of existing or proposed activities. * Plan responses to resource management and sustainability questions posed by Aquatics Policy or Planning programs. * Drafts preliminary and final reports that synthesize laboratory and field results. * Conducts statistical analyses and summarize findings and resource management recommendations. * Prepares non-routine correspondence and answers non-routine questions from the public as directed by Aquatic Division Management and supervisor; * Analytically select appropriate surveys and protocols for field and laboratory research. * Participates in regularly scheduled inter-agency scientific workgroup (PSEMP). * Presents technical findings at meetings and professional workshops as requested by supervisor. | |
| 25% | | Research sensor deployment methods and analyze long term monitoring data   * Research and evaluate best instrument deployment methods, data, and sample collection from various platforms (large vessels, piers, docks, small water crafts, and wading). * Analyze data collected from long term monitoring studies. * Conduct descriptive statistical analysis of long term data and create charts, plots and tables to communicate findings. * Investigate, plan, and construct mounts for autonomous and manually deployed scientific instruments. * Analyze scientific protocols to determine most efficient calibration for instrument reliability, accuracy and precision. * Create efficient protocols for instrument cleaning, battery replacement, anchor and tether maintenance in submerged marine and freshwater systems. | |
| 25% | | **Assist citizen science volunteer program and stewardship outreach group(s)**   * Schedule volunteer groups to implement instrument maintenance and standardized protocols for field data collection. * Contact schools and non-profit organizations to organize stewardship education and volunteer recruitment programs. * Plan annual volunteer scientific summit to present findings, evaluate program, and design investigations for the following year’s program. | |
| 20% | | **Assist in preparing materials for communication findings to various audiences**   * Report findings of analyzed data using plots, charts, tables and maps. * Present findings to other Aquatics Division staff and management. * Create materials for website and the public * Present at science and natural resource conferences. | |
| **OTHER JOB DUTIES** | |  | |
| 5% | | Other duties as assigned | |

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| **QUALIFICATIONS** |
| ***Required* Education, Experience, and Competencies**   * Demonstrated experience with design and implementation of field equipment in aquatic environments. * Demonstrated experience with providing technical guidance to individuals through at varying levels of scientific experience. * Ability to multi-task and maintain project timelines. * Ability to gather and process samples collected from marine and freshwater systems. * Applied experience developing, conducting and analyzing short and long-term field data collected from deployed sensors. * A post-graduate degree environmental science, ecology, natural resource management, or related discipline, with preferred emphasis on aquatic ecosystems. * Experience applying science-based recommendations to support land management decisions * Knowledge of ecological processes and human impacts on marine and freshwater aquatic ecosystems. * Good written and verbal communication skills * Demonstrated ability to manage multiple projects simultaneously and complete assignments on time. * Can effectively cope with change, make recommendations without having the total picture, uses ingenuity in dealing with ambiguous situations. |
| ***Preferred/Desired*  Education, Training and/or Competencies**   * Proficiency with Microsoft Access, Excel, PowerPoint, and Word. * Proficient with the use field data collection equipment such as Trimble Nomad or other handheld GPS surveying, aquatic data collection instruments, associated software and data management * Ability to develop geospatial databases * Familiarity with GIS |
| **SPECIAL REQUIREMENTS AND/OR CONDITIONS OF EMPLOYMENT** |
| List any licensing, certification, or other special requirements and/or conditions of employment which are outside general qualifications:  **NA** |
| **WORKING CONDITIONS** |
| Describe working environment (office, field, indoors/outdoors, exposure to risks, safety requirements, etc.) and anticipated variation in working hours (such as flexible schedule, some evening and weekend work, occasional travel, etc.).   * Uses personal computers (word processing and database software), local area networks, email, voicemail, electronic scheduler, and other tools as they are developed about 90% time. * Presents materials in public and volunteer forums. * Flexible scheduling requires working in district and headquarters offices and field work; willing to travel about 10-15% time * May potentially work in inclement weather, on beach, wading in rivers and lakes, over water on docks and from watercraft. |

**The job duties as defined are an accurate reflection of the work to be performed by this position.**

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| **Signatures** |  |  |
|  |  |  |
| Supervisor |  | Date |
|  |  |  |
| Department Head or Appointing Authority |  | Date |

**As the incumbent in this position, I have received a copy of this position description.**

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| Employee’s Signature |  | Date |