POSITION: GIS Assistant III (Sacramento)
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 703

LOCATION: California Department of Fish and Wildlife (CDFW) office, Sacramento, CA

COMPENSATION: $17.57 per hour

ESSENTIAL JOB FUNCTIONS: Working closely with GIS Analysts in a group setting, the incumbent works on various GIS and database projects, primarily focused on processing botany data for use in the Department of Fish and Wildlife’s California Natural Diversity Database (CNDDB) and Biogeographic Information and Observation System (BIOS). Duties include compilation, analysis, and interpretation of source data used to create complex element occurrence records for high-priority rare taxa. Data entry and processing will follow standard CNDDB methodology and may require a moderate amount of contact with outside contributors and partners. The incumbent must be a self-learner who can solve problems with minimal supervision. Additional duties may include, but are not limited to:

- Catalog, route, and file incoming biological survey information on rare native species
- Use available scientific knowledge to review and evaluate the biological accuracy, precision, and completeness of rare native species survey information
- Use all appropriate sources (such as published and unpublished literature, museum and herbarium collections, field survey forms, personal observations, environmental impact and assessment documents, etc.) to provide the most complete distributional picture of each rare species being studied
- Map rare species locations using the California Natural Diversity Database (CNDDB) digital Geographic Information System (GIS) and record and validate habitat status and condition attributes for individual species locations
- Contact appropriate professional and academic scientific experts to obtain information on the status and location of rare native species; verify and correct contributed biological data as needed
- Conduct occasional biological field surveys to confirm the location and condition of rare indigenous species populations
- Assist in the development and maintenance of methodology and documentation on species mapping and data entry standards and procedures; provide technical guidance regarding changes to new methodology

EMPLOYMENT STANDARDS: Bachelor of Science in biology or a related field, including coursework or experience in GIS and botany, and at least 6 months of experience in a related field. Four years of relevant experience in biology or a related field may be substituted for a Bachelor of Science. Experience working with biological datasets and knowledge of California flora is highly desirable but not required. Required knowledge, skills, and abilities include:

- Experience using ESRI ArcMap products or other GIS software
- Experience in geospatial data development
- Familiarity with relational databases and database software
- Background in botany, ecology, zoology, or general biology
- Familiarity with topographic maps and California geography
- Strong organization skills and attention to detail
- Ability to communicate effectively, both verbally and in writing
- Ability to prioritize tasks, adjust to change, and solve problems while communicating issues and asking for clarification

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:
http://www.csuchico.edu/up.

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
• Ability to work independently and also function cooperatively and productively as a member of a team
• Ability to work at a computer for extended periods of time; this is primarily an office job with very little field work, although occasional field work in rugged terrain may be required

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (up to 24 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
• Chico State Enterprises application
• Cover letter
• Current resume
• Three professional references

APPLICATION DEADLINE: Updated application deadline is March 11, 2020.
Applications can be submitted:

BY MAIL: Chico State Enterprises
25 Main Street, Suite 206
Chico, CA 95928-5388

IN PERSON: Chico State Enterprises
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: csejobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact Chico State Enterprises Human Resources office:
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/
The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.