Position Opening

POSITION:  CNDDB Assistant I Data Entry and Acquisition
STATUS:  Full-time / Benefitted / Hourly / Non-Exempt
COMPENSATION:  $16.07 - $17.18 per hour
DEPARTMENT:  North State Planning and Development Collective
LOCATION:  California Department of Fish and Wildlife (CDFW) office, Sacramento, CA
RECRUITMENT ID: 984
RESIDENCY:  Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS:  Working closely in a group setting with scientists and support staff in the CDFW’s California Natural Diversity Database (CNDDB), the incumbent performs duties involving data acquisition, interpretation of data, entry of observation data for high-priority rare plant and animal taxa, and integration of several single-species datasets into observation database. Data entry will follow standard methodology and may require a moderate amount of communication with outside contributors and partners. The incumbent must be a detail-oriented self-learner who can stay on task 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.
• 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.
• Review and QC data entry by peers.
• Assist CNDDB staff with other duties and attend meetings, as required.

EMPLOYMENT STANDARDS:  Equivalent to completion of two years of college with a minimum of 10 semester hours in biological sciences, OR one year of experience in surveying, studying or evaluating fish or wildlife populations, data habitats or users. Experience working with geospatial and biological datasets is highly desirable but not required. Required knowledge, skills, and abilities include:

• Background in botany, ecology, zoology, or general biology.
• Familiarity with California geography, flora and fauna.
• 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.
• 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 an office job with no field work.
**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 (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

**HOW TO APPLY:**
To be considered, submit the following documents by **July 6, 2023**. Documents submitted after this date may not be considered.
- Cover Letter
- Resume
- Three Professional References

**BY DROP BOX:**
https://csejobs@csuchico.edu

**BY EMAIL:**
csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. 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.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:**
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.