POSITION:  CNDDB Assistant I Data Sourcing Zoology  
STATUS:  Full-time / Benefitted / Hourly / Non-Exempt  
COMPENSATION:  $16.07 - $17.78 per hour  
DEPARTMENT:  North State Planning and Development Collective  
LOCATION:  California Department of Fish and Wildlife (CDFW) office, Sacramento, CA. This position will be eligible for hybrid telecommuting.  
RECRUITMENT ID: 985  
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 compilation and interpretation of source data used to create complex element occurrence records for high-priority rare taxa, with a primary focus on zoology. Work 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.
- Use all appropriate sources (such as published and unpublished literature, museum collections, field survey forms, personal observations, environmental impact and assessment documents, etc.)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.
- 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 sourcing done by of peers.
- Assist CNDDB staff with other duties and attend meetings, as required.

EMPLOYMENT STANDARDS:  Equivalent to completion of two years of collect 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 biology, ecology, or zoology.
- Familiarity with California geography and flora.
- Strong organizational 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.
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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.
  • Resume

BY DROP BOX:
https://csuchico.app.box.com/f/3014edacd47c4d258d0e0ec1a97e2cc5

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.