Position Opening

POSITION: CNDDB Rare Species Botany Data Manager

STATUS: Part-time (20-29 hours per week) / Non-Benefitted / Hourly / Non-Exempt

COMPENSATION: $48.67 - $58.99 per hour

DEPARTMENT: North State Planning and Development Collective

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

RECRUITMENT ID: 987

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 the ranking of rare native species, with a focus on botany. Species ranking will follow standard methodology (NatureServe status ranking criteria) and may require a high degree of collaboration with CNDDB staff and a moderate amount of contact with outside contributors and partners. The incumbent will act as technical consultant on the distribution, status, and identification of rare native species, and will conduct complex evaluations to determine State and Global Ranks of individual species. The incumbent must be well versed in NatureServe and CNDDB methodologies and have a high-level scientific understanding of all aspects of ecology and conservation of California’s native flora. Additional duties may include, but are not limited to:

- Use of NatureServe’s online rank calculator.
- Review, evaluate and apply relevant publications and literature.
- Review and evaluate the biological accuracy, precision, and completeness of rare native species information.
- Record and validate habitat status and condition attributes for individual species locations.
- Develop species-specific scientific status summaries.
- Assist in the development and maintenance of CNDDB methodology and documentation related to ranking; provide technical guidance regarding changes to new methodology.

EMPLOYMENT STANDARDS: Bachelor of Science in wildlife biology or a related field, including coursework or experience in GIS and ecology, and at least 5 years of experience in a related field. Required knowledge, skills, and abilities include:

- Proficient with ESRI ArcMap products or other GIS software.
- Proficient with Microsoft Office products, particularly Word and Excel.
- Experience in geospatial data development.
- Familiarity with relational databases and database software.
- Advanced knowledge of ecology, botany, and general biology concepts.
- Strong knowledge of California geography, habitats, and flora.
- Strong organizational skills and attention to detail.
- Ability to communicate effectively with internal staff and external stakeholders.
- Ability to communicate effectively verbally and in writing.
- Ability to identify and resolve problems.
• Ability to work independently and 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:** 24 hours of Sick Leave per year.

**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/ac693ec936a64780a0001501a99cef1a](https://csuchico.app.box.com/f/ac693ec936a64780a0001501a99cef1a)

**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.