POSITION OPENING

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

RECRUITMENT ID: 670

LOCATION: California Department of Fish and Wildlife 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 data for use in the Department of Fish and Wildlife’s California Natural Diversity Database (CNDDB) and Biogeographic Information and Observation System (BIOS). This is the intermediate level of the classification. Duties are performed under moderate supervision; incumbent should be familiar with protocols and methodology, and be able to help answer questions from newer staff. 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:

- 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- Use all appropriate sources (such as published and unpublished literature, museum and herbarium collections, field survey forms, personal observations, environmental impact and assessment documents, etc.)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;
- Coordinate with State biological specialists to compile biological data for fish and other aquatic species and incorporate those data into existing databases;
- Conduct occasional biological field surveys to confirm the location and condition of rare indigenous species populations;
- Catalog, route, and file incoming biological survey information on rare native species;
- 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 with a focus in botany or zoology/wildlife/fisheries biology and at least 6 months of experience in a related field or a minimum of 6 months performing the duties of a GIS Assistant I in the Geographical Information Center. Four years of relevant experience in biology or a related field may be substituted for a Bachelor of Science. Required knowledge, skills and abilities include:

- Experience with ESRI software, especially ArcMap;
- Use and maintenance of geospatial data development;
- Good understanding of relational databases;

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.

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. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
• Background in botany, zoology, wildlife or fisheries biology, general biology, or ecology;
• Good computer skills;
• Familiarity with topographic maps and California geography;
• Excellent attention to detail, good focus, excellent organizational skills;
• Ability to communicate effectively, both orally and in writing;
• Ability to prioritize tasks and adjust to change;
• This position may require occasional fieldwork in rugged terrain.

**BENEFITS:** Benefits 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:** Announcement can be located on our website. In order to be considered, applicants must submit a current resume.

**APPLICATION DEADLINE:** Application deadline is August 2, 2019. 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:**
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For questions, please contact Chico State Enterprises Human Resources office:

**BY PHONE:** (530) 898-6811 or **VISIT OUR WEBSITE:** [http://www.csuchico.edu/rfdn/](http://www.csuchico.edu/rfdn/)

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