

California Department of Fish and Wildlife Scientific Aid Job Bulletin



Position: Fish and Wildlife Scientific Aid (3 Positions)
Position Number: 565-531-0835-905
RPA Numbers: SCR16-014, SCR16-019, SCR16-020
Program: Climate Change
Location: San Diego
Salary Range: \$12.11/hour to \$14.36/hour
Time Base: Part time and flexible (Seasonal to year round)
Hours: up to 30 hours per week
Application Deadline: 09/16/2016

Description:

Under the supervision of the California Department of Fish and Wildlife's (Department) Environmental Program Manager and the lead of the Senior Environmental Scientist (Specialist) in the South Coast Region, on a temporary or seasonal basis, the incumbent will assist professional and scientific staff in a wide variety of climate adaptation planning/projects and conservation land acquisition review activities, including compiling scientific information, literature searches, assisting with meetings, sharing resources with local partners, community outreach, data entry, and report writing. Incumbent will also assist in administrative tasks. The position will be located out of the Regional office in San Diego.

Minimum Qualifications:

- Willingness to work irregular hours including weekends and holidays and to travel to meetings
- Two years of college with 10 semester units in biology or other natural resource related studies
- Possession of a valid driver license with clean driving record

Desired Knowledge and Abilities:

- Comprehension of Fish & Wildlife science and conservation practices
- Word processing and data entry skills
- Good organizational skills and ability to keep accurate records
- Skill to analyze data, and prepare detailed reports.
- Ability to read, write, and speak English at a level required for successful job performance.

Duties:

- Assist professional and scientific staff in a wide variety of climate adaptation planning activities, including compiling scientific information, literature searches, community outreach, data entry, and report writing.
- Attend and facilitate meetings, take notes, logistics/planning.
- Administrative duties include completion of timesheets, monthly activity reports and mileage logs.

Contact: Amber Pairis 916-205-9478, amber.pairis@wildlife.ca.gov

How to Apply: Mail a standard State Application Form (STD 678) and college transcripts to:

Human Resources
CDFW South Coast Region
3883 Ruffin Road
San Diego, CA 92123

Include the RPA number(s) on your application. Only hand delivered and mailed applications will be accepted.

California Department of Fish and Game

SCIENTIFIC AID JOB BULLETIN

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