**Washington General Service (WGS)**

**Position Description**

For assistance completing this form, contact your Human Resources (HR) Office.

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| **Position Information** | | | | | | | |
| DNR Region/Division:  Aquatic Resources | | | Action  **Establish** | | | | |
| Current Class Title  **Scientist Technician 2** | | | Current Salary Range  **36** | | | | |
| Proposed Class Title  **Enter text.** | | | Position Number  **Enter text.** | | | | |
| Incumbent’s Name (If filled position)  **Vacant** | | | Working Title  **Aquaculture field& lab technician** | | | | |
| Supervisor’s Name and Title  **Julia Ledbetter, Natural Resource Scientist 2** | | | Supervisor’s Position Number  **7757** | | | | |
| Address Where Position Is Located (Duty Station)  **Olympia, WA** | | | Position Included in a Bargaining Unit:  Yes  No  If **yes**, indicate Bargaining Unit: Agencywide - WPEA (PT) | | | | |
| Position Status  **Non-permanent** | | | If **seasonal** or **non-permanent**, typical months per year:  **Enter text.** | | | | |
| Work Schedule  Full Time  Part Time  If **part time**, hours per week: **Enter text.** | | | Position Eligible for Telework: Yes  No | | | | |
| Position Eligible for Flextime: Yes  No | | | | |
| Position Eligible for Compressed Workweek: Yes  No | | | | |
| **For HR Contact/Designee Use Only** | | | | | | | |
| Organization Code: | Change in Organization Code?  Yes  No | | | Salary Distribution By:  DPR  D20 | | Paid Hourly:  Yes  No | |
| County Code: | Unique Facility Identifier (UFI): | | | PDF Checked for Completeness  Contact/Designee Initials: | | | |
| **For Human Resources Division Use Only** | | | | | | | |
| Approved Class Title: | | | | Class Code: | | | Effective Date: |
| FLSA Designation:  O/T Eligible  O/T Exempt | | Position Retirement Eligible:  Yes  No | | | Worker’s Compensation Code:  Yes  No  Yes  No | | |
| Reviewer signature: | | Reviewer Title: | | | Date: | | |
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| **Position Objective**  Briefly explain the purpose of the position and how it supports the organization’s mission **(attach an organization chart)**. | | | | | | |
| The Scientist Technician 2 position is located within the Aquatic Assessment and Monitoring Team (AAMT) of the Aquatic Resources Division and reports to the Natural Resource Scientist 2 (#7757) who supervises the technical team. This position is essential for meeting DNR’s statutory obligations to foster water-dependent uses while ensuring environmental protection and generating revenue. The individual in this position will be working cooperatively with other techs and scientists engaged in extensive field data collection, preparing and maintaining field equipment and supplies, processing organism, plant sediment and video samples in the laboratory, and data entry.  An Aquatic Resources Division, organization chart showing this position (#7757) is attached below: | | | | | | |
| **Assigned Work Activities (Duties and Tasks)**  Describe the duties and tasks, and underline the essential functions. Assign a percentage of time to each duty. Task statements should describe the **action** performed; to **whom or what***;* using what **tools, equipment, methods, and/or processes***;* and the **final product or outcome**.  For more guidance, see [Essential Functions Guide](http://hr.ofm.wa.gov/diversity/equal-employment-opportunity/essential-functions-guide) and [Examples of Work Statements](http://hr.ofm.wa.gov/sites/default/files/documents/Strategic%20HR/Workforce%20Planning/Examples_of_Work_Statements_06.2011.doc) | | | | | | |
| **% of time**  (Must total 100%) | **List the assigned work in order of importance, with essential functions underlined.** | | | | | |
| **45%** | Field sampling & data collection – Prepares gear, data sheets, sampling equipment for field work. Assists in packing and unpacking vehicles and boats with needed supplies. Deploys sensors, survey and site markers. Records field measurements on data sheets in standardized format and preserves samples following pre-determined methods. Conduct field sampling according to instructed protocols at the direction of crew lead or supervisor. Schedules work during field season around weather, tides or hydrologic conditions. Assists safely securing vehicles, gear, and boats at the end of each field day. Retrieves sensors, survey and site markers. Assists in unpacking, cleaning and returning gear and equipment to appropriate storage after returning from field. Identify and report any equipment or supplies that require repair or replacement. | | | | | |
| **40%** | Laboratory sample processing- Processes samples using standardized protocols. Collect and record measurements in pre-determined format. Restore or properly dispose of measured sample material. | | | | | |
| **10%** | Collate and enter data into electronic spreadsheet or geodatabase- Field data sheets will be organized and entered according to site and date of field work into an electronic data template. Lab data will be sorted according to time, location and type of measurement and integrated into database. | | | | | |
| **5%** | **Other tasks as assigned.** | | | | | |
| **Problem Solving**  What are the most complex and/or challenging issues addressed by this position? Give 3 to 4 examples and how each is resolved. | | | | | | |
| **Complex/Challenging Issue** | | **How Resolved** | | | **Frequency** | |
| **Implementation of sampling protocol with each piece of sampling field gear** | | **Proper training by NRSci2 and/or senior scientists** | | | **Daily, weekly for length of project** | |
| **Conduct laboratory tasks according to protocol using lab equipment correctly** | | **Proper training by NRSci2 and/or senior scientists** | | | **Daily, weekly for length of project** | |
| **Equipment breaks in field making primary sampling method impossible l** | | **Use secondary sampling method as trained** | | | **Daily, weekly for length of project** | |
| **Decision Making** | | | | | | |
| *What duties are performed that require the position to make choices, determinations or judgments?*  **Ensure all personal safety precautions are implemented when working on or near the water.**  **Monitor weather and wave conditions and plan field work accordingly.**  **Carefully lift and carry loads. Request assistance when loads are too heavy.**  **Maintain gear and equipment and stow neatly and properly**  **Number and sequence of sample processing that makes most efficient use of lab equipment and resources**. | | | | | | |
| *Which decisions are sent to the next level of supervisor/manager or technical authority for recommendation/decision?*  **Accidents, injuries**  **Equipment failure or damage**  **Difficult or problematic interactions with public**  **Changes to field sampling methods**  **Changes to data type or format collection or recording methods**  **Field and lab scheduling**  **Staff working relationship issues.**  **Hiring, firing, discipline** | | | | | | |
| **Potential Impact of Results**  Describe the potential impact of error (What potentially could happen in the event that the individual were to fail to perform their job correctly?). | | | | | | |
| *List who (citizens, other department/unit personnel, statewide-personnel, etc.) would be impacted and the degree of impact.*  **Failure to perform this job correctly would directly impact the DNR scientists requiring the collected and processed samples and field data that provides the information to be analyzed to determine research results. Without the results the DNR policy developers and planners would not be able to perform their jobs determining the type of habitat stewardship measures to apply to ensure environmental protection while fostering dependent use. Without this information the proposed use of aquaculture farming on state-owned-aquatic lands could not be authorized. This would impact the shellfish growers, their employees and citizens who purchase and consume WA shellfish.** | | | | | | |
| *List what (dollars, larger systems, processes, other resources, etc.) would be impacted and the degree of impact.*  **If the individual failed to do this job correctly, DNR leased aquaculture in Willapa Bay and Grays Harbor could have significantly reduced yield because the research would not produce results that could inform how to sustainably manage the shellfish farming tidelands. According to a study contracted by Pacific Shellfish Institute (Northern Economics Inc, 2013) Pacific County shellfish aquaculture in 2010 generated more than $90 million in total economic output, 1,580 jobs, and more than $45 million in labor income. In Grays Harbor, shellfish aquaculture generated almost $12 million in total economic output, 210 jobs, and almost $6 million in labor income in 2010. Some fraction of this revenue and generation could be impacted by failed performance of this job.**  **Northern Economics, Inc. (2013) The Economic Impact of Shellfish Aquaculture in Washington, Oregon and California. Prepared for Pacific Shellfish Institute..** | | | | | | |
| **Financial Dimensions (if applicable)**  Describe the type and annual amount of all monies that the position directly controls, administers or manages (*excluding employee salary and benefits*) for example: delegated signature authority amount, invoice approval for contract expenditures. | | | | | | |
| **Position works within a project budget of approximately $500K dollars with no direct control, administration or management of these funds.** | | | | | | |
| **Lead Work/Supervisory Responsibilities** | | | | | | |
| Lead Position: Yes  No  Supervisor Position: Yes  No  (For more guidance see [Glossary of Classification Terms](http://hr.ofm.wa.gov/sites/default/files/documents/CompensationAndJobClasses/Comp%20Class%20HR%20Pro%20Tools/ClassificationGlossary.doc),) | | Assigns Work  Instructs Work  Checks Others’ Work  Plans work  Evaluates Performance **\***Takes Corrective Action **\***Hires **\***Terminates  (**\***Has the authority to effectively recommend these actions.) | | | | |
| **Class Title of Direct Report(s)** | | | | **Number of**  **Positions** | | **If Part Time, What %** |
|  | | | |  | |  |
|  | | | |  | | **Part Time %.** |
|  | | | |  | | **Part Time %.** |
| *Add information that clarifies this position’s lead or supervisory responsibilities*. | | | | | | |
| **Working Relationships**  Level of Supervision received (*check one*). For more guidance see [Glossary of Classification Terms](http://hr.ofm.wa.gov/sites/default/files/documents/CompensationAndJobClasses/Comp%20Class%20HR%20Pro%20Tools/ClassificationGlossary.doc). | | | | | | |
| Direct/Close Supervision: Most work is reviewed in progress and upon completion.  General Supervision: Completed work is spot checked.  General Direction: Completed work is reviewed for effectiveness and expected results.  Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws and program goals. | | | | | | |
| *Add information that clarifies this position’s interactions with others to accomplish work.* | | | | | | |
| **Continuity of Operations Plans (COOP) Designation – For Disaster or Emergency Recovery**  For more information see [COOP and Critical Positions](http://hr.ofm.wa.gov/workforce-data-planning/workforce-planning/continuity-operations-plans-coop-and-critical-positions). For higher education, refer to your list of essential personnel. | | | | | | |
| Is this position designated critical based on agency COOP? Yes  No  *If* ***yes****, describe how this position supports the agency COOP Critical Functions.* | | | | | | |
| **Qualification – Knowledge, Skills, Abilities and Behaviors** | | | | | | |
| ***Required Qualifications*** | | | ***Application (why each qualification exists)*** | | | |
| DNR Core Competencies:   * Personal Accountability * Value Others * Compassionate Communication * Inspire Others * Commitment to Excellence | | | All employees of the DNR are required to consistently demonstrate the core competencies. (Key behaviors for the DNR Core Competencies are described on the last page of this form.) | | | |
| **Ability to follow multi-step field data collection protocol.** | | | **Required to correctly perform data and sample collection** | | | |
| **Ability to record data in field in legible, systematic fashion.** | | | **Required for data collection and data reporting.** | | | |
| **Ability to communicate with fellow members of field crew in a clear, concise manner.** | | | **Required for safe and efficient work conditions with fellow workers** | | | |
| **Knowledge of personal safety on or in water.** | | | **Required for safe work conditions.** | | | |
| **Ability to listen and follow multi-step laboratory processing protocols** | | | **Required to correctly process and measure samples collected in field** | | | |
| **Competent with use of basic computer word processing and spreadsheet software** | | | **Transfer field and lab work to electronic form** | | | |
| ***Desirable/Preferred Qualifications*** | | | ***Application (why each qualification exists)*** | | | |
| **Working experience in local marine and estuarine tidelands** | | | **Preferred in order to understand local conditions.** | | | |
| **Working experience with multi-member field crew.** | | | **Preferred so importance of communication is understood.** | | | |
| **Experience with collecting, handling and preserving animal, plant or sediment samples** | | | **Preferred so time in field is as efficiently spent as possible** | | | |
| **Experience working on small boats, from piers, marinas**. | | | **Required for efficient and comfortable field work conditions.** | | | |

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| **Special Requirements/Conditions of Employment** | |
| **Driving Requirements:** (Check only one of the following boxes)  This position requires driving as an essential function. Essential means that driving is a fundamental, crucial part of this position and not a marginal function. Employees who drive for state business, whether in a state or privately-owned vehicle, are required to possess a valid license as defined in policy PO02-006 and abide by all other driver responsibility requirements.  This position does not require driving as an essential function. However, employees who drive for state business, whether in a state or privately-owned vehicle, are required to possess a valid license as defined in policy PO02-006 and abide by all other driver responsibility requirements.  **Additional required licensing, certification, and/or other conditions of employment:** | |
| **In-Training Plan, If Applicable** | |
| Does this position have an in-training plan?Yes  No  If **yes**, attach a copy of a new or updated in-training plan. Also include a description of the required qualifications for being hired at the in-training level. | |
| **Working Conditions** | |
| Work Setting | Position requires extensive field work and travel during the daylight low tide season (April through September). Required working conditions include the willingness to schedule field work around tide and weather. Carrying of gear and equipment is necessary. Position also requires time spent in the laboratory with much of the time standing or sitting at a lab bench. A smaller portion of time will be spent in the office sitting in front of a computer. |
| Schedule Variations | Position is WPEA overtime-eligible. Working hours are variable, and are based on tides and weather, some weekend, early morning and evening hours are required |
| Travel Requirements | Position entails travel for field work, typically to Pacific and Grays Harbor counties. Field work is occasionally conducted by boat, vehicle or on foot. |
| Equipment Used | Field equipment includes hydraulic pumps, fire hose, metal and PVC cores, plastic sieves, waders, boots, totes, bags, coolers, sleds, carts, small boats, floatation equipment. Lab work includes use of scales, ovens, sinks, sieves, sieve shaker, pumps Office duties require use of standard office furniture and equipment (e.g. desks, files, cabinets, computers, telephones, fax machines, copy machines, etc). |
| Hazardous Materials | While in field setting, position comes into occasional contact with motor fuels and lubricants. While in an office setting position does not come in contact with any hazardous chemicals other than standard surface cleaners and adhesives |
| Customers | Position may encounter contact with general public or stakeholders including shellfish growers, marina operators, shoreline residents, non-governmental organizations, other state, federal or academic researchers. |
| **Acknowledgement of Position Description**  The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position. | |
| Date | Supervisor’s Signature (required)  **Julia Ledbetter** |
| Date | Appointing Authority’s Name and Title  **Kristin Swenddal, Aquatic Resources Division Manager**    Signature (required)  **Enter text.** |
| **As the incumbent in this position, I have received a copy of this position description.** | |
| Date | Employee’s Signature  Vacant |



**Core Competencies**

***Personal Accountability***

Take risks; Own your thoughts, feelings and actions; Accept and incorporate feedback; Ask for help when you need it; Act with honesty and integrity; Do what you say you are going to do; Demonstrate ethical behavior; Be self-aware and manage your own reactivity; Accept and facilitate change

***Value Others***

Put people first; Practice compassion and assume best intentions; Support safety and well-being; Make the time to connect; Treat others with respect; Embrace diversity, equity and inclusion; Build and maintain relationships; Be approachable; Be willing to collaborate and consider all ideas and perspectives; Be an ally

***Compassionate Communication***

Practice active listening through reflection, validation and empathy; Build trust through transparency, consistency, and communicating the “why” in a timely manner; Share your thoughts and ideas in a respectful way; Take the time to ensure understanding

***Inspire Others***

Recognize, discover and foster individual growth and potential; Encourage diversity of thought and perspective; Use your sphere of influence for positive progress; Coach, mentor and encourage initiative; Give feedback and recognition

***Commitment to Excellence***

Be creative in problem-solving; Embrace your role as a public servant; Model agency core values; Exhibit Innovation and dedication; Be intentional and deliberate in your actions; Be open to being coached and mentored; Grow from your failures; Do your best work