



**January 2019**  
**Class Code: A-53 / A-58**  
**FLSA: NON-EXEMPT**

## **ASSISTANT BIOLOGIST/BIOLOGIST**

### **DEFINITION**

Under general supervision (Assistant Biologist) or direction (Biologist), plans, provides, and assists with environmental management and professional fisheries services; reviews and interprets environmental data, reports, and plans; provides assistance to public and private developments to eliminate or mitigate vector production; provides consultative services to governmental agencies, environmental resource groups, and private industry; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision (Assistant Biologist) or direction (Biologist) from the Director of Scientific Technical Services. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

Assistant Biologist: This is the entry-level classification in the Biologist series. Initially under close supervision, incumbents learn the full extent of the District's routine fisheries services and operations. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Biologist level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Biologist: This is the fully qualified journey-level classification in the Biologist series. Positions at this level are distinguished from the Assistant Biologist by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Biologist class series are flexibly staffed; positions at the Biologist level are normally filled by advancement from the Assistant Biologist; progression to the Biologist level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Biologist level.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

*Positions at the Assistant Biologist level may perform some of these duties and responsibilities in a learning capacity.*

- Oversees the implementation of the District's fisheries program including operation and maintenance of the fish facility and the distribution of mosquitofish to the public.
- Manages and participates in vector population measurements and the collection of mosquitofish to identify new field sources; reviews and analyzes fish production.
- Performs surveillance on assigned vector monitoring sites; identifies and treats mosquitofish diseases; maintains site data and files to provide analyses and recommendations.
- Oversees the coordination of staff education and training related to the Mosquitofish program, Environmental Awareness Training, and other environmental programs, and ensures compliance with Federal and State mandated regulations and standards as they are updated or changed.
- Oversees the development and direction of environmental management programs to reduce or eliminate factors that are conducive to vector production; prepares surveys of land and water use that promote vector production; conducts studies and investigations to evaluate effectiveness of the District's source reduction program.
- Ensures regulatory compliance with environmental resource agencies and other jurisdictions in the development of environmental program workshops, guidance, and policies.
- As assigned by management, provides technical and functional direction to part-time and seasonal staff; reviews and controls quality of work; trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Participates in the development and implementation of goals, objectives, policies, and priorities for environmental compliance programs; recommends and administers policies and procedures.
- Prepares requests for qualifications and requests for proposals; reviews proposals to ensure conformity with State law, local ordinances, and District policy.
- Conducts plan reviews, project consultations and evaluations; prepares evaluation letters; serves as a liaison with local and state agencies to ensure vector control requirements are incorporated into plan checks and permits.
- Investigates vector reduction cases for remediation or corrective actions; coordinates and facilitates site inspections; recommends and negotiates compliance and vector abatement terms and conditions.
- Leads the review of planning documents and environmental impact reports submitted by local jurisdictions or other sources; provides guidance in data collection, analyses, and management.
- Participates in public education and outreach projects and activities with the community; assists and participates in educating the public regarding a variety of environmental, vector and biological control related programs and services; makes presentations and leads participatory discussions as the District representative.
- Provides general information regarding department policies, procedures, and regulations, including responding to complaints and requests for information and services.

- Attends and participates in emergency management meetings; plans and implements emergency management exercises with other agencies; facilitates meetings and related trainings; serves as the District liaison.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in fisheries and environmental management; researches professional literature, emerging products relevant to District needs.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

*Positions at the Assistant Biologist level may exercise some of these knowledge and abilities statements in a learning capacity.*

### **Knowledge of:**

- Concepts and principles of fish biology and ecology.
- Principles and practices fisheries management.
- Methods and techniques of implementing a comprehensive fisheries program.
- Scientific methods and protocols used to detect, determine the cause of, and treat mosquitofish disease.
- Surveillance and investigative methods and techniques.
- Insecticides and the effects on fish and aquatic life including water quality measurement and evaluation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Research techniques and investigative methods including data interpretation and biostatistics.
- Principles and procedures of technical report writing, and preparation of correspondence and presentations.
- Principles of mathematics and biostatistics.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Plan and implement a comprehensive fisheries management program.
- Evaluate program effectiveness and adjust as necessary.
- Coordinate services with local government to ensure vector control methods are incorporated into the planning and permitting process.
- Conduct surveillance and investigations on program operations.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.

- Conduct research and prepare findings and recommendations.
- Read and interpret grading/development plans and blueprints.
- Prepare clear and concise scientific and technical reports, correspondence, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

#### Education:

- Assistant Biologist/Biologist: Equivalent to a bachelor's degree from an accredited college or university with major coursework in biological or environmental sciences or a related field.

#### Experience:

- Assistant Biologist: Two (2) years of field experience in fisheries biology or a related scientific program area.
- Biologist: Five (5) years of field experience in fisheries biology or a related scientific program area.

### **Licenses and Certifications:**

- Possession of, or ability to obtain by time of appointment, a valid California driver's license.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A – D, as required by the California Department of Public Health, within one year of appointment and maintained throughout employment with the District.

### **PHYSICAL DEMANDS**

When assigned to an office/laboratory environment, must possess mobility to work in a standard office/laboratory setting and use standard office/laboratory equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; to operate a motor vehicle and visit various District sites; vision to observe biological and environmental conditions. The job involves fieldwork requiring frequent walking in operational areas to provide surveillance and environmental analysis, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use proper Personal Protective Equipment (PPE).

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office and laboratory environment with moderate noise levels, controlled temperature conditions, and exposure to hazardous physical substances within the laboratory. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, vermin, insects, parasites, biological infectious agents, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.