



Natural Resource Specialist 2 (Assistant Staff Biologist)

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Initial Posting Date:

10/24/2024

Application Deadline:

11/07/2024

Agency:

Department of Fish and Wildlife

Salary Range:

\$4,338 - \$6,635

Position Type:

Employee

Position Title:

Natural Resource Specialist 2 (Assistant Staff Biologist)

Job Description:

Make a Difference in Oregon's Natural Resources!

Help the Oregon Department of Fish and Wildlife fulfill its mission: To protect and enhance Oregon's fish and wildlife and their habitats for use and enjoyment by present and future generations.

This permanent, full-time position is with the Oregon Department of Fish and Wildlife (ODFW) located in Salem.

What you will do:

- Conducts analysis of game mammal and furbearer data and prepares reports. Responds to public inquiries and comments related to the Game Program. Assists staff biologists with development of Commission packets and presentations and annual Big Game Hunting and biennial Furbearer regulations.
- Assists Wildlife District and Research staff with field projects. Assists Wildlife Division Liaison with Information Systems Division (ISD) and Licensing to develop and implement required changes to the Electronic License System.
- Coordinates with GIS staff to resolve data collection platform issues and resolve issues from Wildlife Districts on Winter Range Closures and Wildlife Management Unit maps. Coordinates professional and services contracts in the Game Program with Procurement Services.

The above statements are intended to describe the general nature and level of work being performed. They are not an exhaustive list of all responsibilities and duties required.

Working Conditions

- The work is primarily in the Salem office. However, statewide travel to ODFW field offices, conferences, and offices of other agencies may be necessary occasionally. Travel conditions include rough roads, bridges, and may be in remote locations. Working conditions include working outdoors under a variety of weather conditions. Statewide and nationwide travel occasionally requires flying in helicopters and fixed



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wing aircraft. Evening and weekend work required on occasion. Contact (by telephone, in person) with irritated people sometimes occurs

- This position requires occasional use of a firearm to deliver immobilization drugs and projecting nets for wildlife capture, euthanizing injured or sick wildlife, killing or hazing nuisance animals or birds, collecting animals for research or other studies, and protection from dangerous animals in close quarters.
- This position requires a flexible work schedule that varies in the number of hours worked on a daily basis, but not necessarily each day, or a work schedule in which the starting and stopping times vary on a daily basis, but not necessarily each day, and does not exceed forty (40) hours in a workweek. Work exceeding 40 hours per week requires prior approval by the supervisor.

### Criminal Records/DMV Check

Applicants are subject to both a criminal history and motor vehicles check. Driving is required for all positions. Out-of-state finalists will be required to present a current certified driving record for review to be considered for the position. Be prepared to obtain as soon as possible. You are expected to provide the out-of-state certified driving record before an offer can be made unless extenuating circumstances exist. Adverse background and/or driving information may disqualify you from further consideration.

NOTE: Within three days of hire, applicants will be required to complete the U.S. Department Homeland Security's I-9 form confirming authorization to work in the United States. ODFW participates in E-Verify. ODFW is not able to support VISA sponsorships.

### Minimum Qualifications:

- Two years of biological experience performing studies, research, or resource management activities in a fish or wildlife program that included one year of at least two of the following: gathering data, analyzing data, or preparing reports, and a Bachelor's degree in Fisheries or Wildlife Science, or a closely related Bachelor's degree with at least 45 quarter (30 semester) hours of biological/ecological coursework; or three additional years of biological experience performing studies, research, or resource management activities in a fish or wildlife program; OR
- One year biological experience performing studies, research, or resource management activities in a fish or wildlife program that included at least two of the following: gathering data, analyzing data, or preparing reports, and a Master's degree Fisheries or Wildlife Science, or a closely related Master's degree in biological/ecological sciences; OR  
A Doctorate degree in Fisheries or Wildlife Science, or a closely related Doctorate degree in biological/ecological sciences.

Note: Applicants who have obtained a Master's degree or Doctorate that included work experience from an internship, work/study, thesis, or similar program may list this experience in their application to receive credit for the work experience. The Master's degree/Doctorate and applicable work experience will be considered separately, and both the education and applicable experience may count toward minimum qualifications.

### Requested Skills:

- Field background in wildlife management programs
- Broad knowledge of wildlife (both game and nongame)
- Familiarity with ODFW programs and Oregon state geography
- Excellent oral communication and writing skills, attention to detail, ability to work independently and task oriented
- The ability to diplomatically serve the public
- Experience developing spreadsheets, graphing data, working with GIS files and composing written reports with word processing software

### Additional Information:

Your answers to the supplemental questions must be supported by your resume or the "Job History"



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section in your application or you may not be considered for this position. You may be disqualified if your experience listed in your resume or the "Job History" section does not include information used to: 1) meet the minimum qualifications of the job and 2) back up your answers to the supplemental questions. If any of the positions listed in your application are part time or seasonal, be sure to include the dates you worked (month and year) and the average amount of hours worked per week in the duties section. Only those individuals who most closely match the requested skills will be invited to an interview.

Note: You will be required to provide a copy of your official or unofficial transcripts (online transcripts are acceptable) during the selection process that show your name, the name/address of the institution, coursework with passing grades, and degree conferred (including date), if you are using education to qualify. Transcripts and cover letters can be attached to your application in the Resume/CV/Cover Letter attachments field when you apply. Cover letters may not be reviewed unless it is stated as a requirement in the job posting.

For helpful tips on filling out your job history, responding to the supplemental questions, and submitting your application, [click here](#)

Internal Applicants: The contact information that is prefilled on your application is typically your work email and work phone number. Be sure to check your state email and Workday notifications for your status regarding the recruitment process. If you are away from the office or unable to check your state email account for an extended period, contact the HR Recruitment Unit and the hiring manager to let them know your personal email and phone number where you can be contacted. This will help to ensure you do not miss out on any correspondence that may be related to an interview. If you apply for a position as an internal applicant and then terminate while the recruitment is still in process, contact the Recruitment Unit to have your contact information updated.

External Applicants (non-state of Oregon employees): If you would like to retain a copy of this job posting, please print a copy before submitting your application. Once the job posting has closed, you will not be able to access the posting.

The job posting closes at 11:59 PM (PDT/PST) on the close date. After you submit your application, be sure to respond to the two questionnaires relating to public records requests and veterans' preference immediately following your submittal. These questions are necessary to complete the application process.

Reasonable accommodations for interviews will be provided upon request to individuals with disabilities. If you are experiencing difficulty applying for this position or have questions, please contact the ODFW Human Resources office at 503-947-6051.

This recruitment will be used to establish a list of qualified people to fill the current vacancy and may be used to fill other vacancies as they occur.

The employee in this position will be represented by the Service Employees International Union (SEIU) and will be subject to all terms and conditions of the collective bargaining agreement. Pay and benefits on all job listings may change without notice.

Veterans - If you are an eligible veteran and you meet the qualifications, veterans' preference points will be added to your score. For more information on veterans' preference points visit [www.oregonjobs.org](http://www.oregonjobs.org) and select Veterans resources under Resources. Please do not attach veteran documentation to your initial application, after you have applied you will be sent a task in your Workday account to provide your veteran documentation at that time.

More information about our agency can be found on our social media accounts and at [myodfw.com](http://myodfw.com) and <https://www.dfw.state.or.us/>



If you are passionate about natural resources, we invite you to join our team and assist with furthering ODFW’s mission by partnering with communities and sharing how our work has a positive effect on Oregon’s fish, wildlife and their habitats. ODFW is dedicated to cultivating a diverse and inclusive workforce as we strive to represent and better serve our neighboring communities. Our most important asset is our employees, and each person brings unique, different, and important contributions to the workplace and community we serve. With Oregon’s changing demographics, a workforce that reflects this change will make us stronger and create an opportunity for better decision making. Consider joining our team as we lead ODFW into the future!

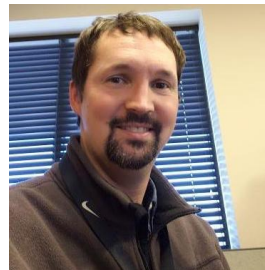
The Oregon Department of Fish and Wildlife is an Equal Opportunity/Affirmative Action Employer

Job Details

<b>Job Requisition ID</b>	REQ-168215
<b>Location</b>	Salem   ODFW   Headquarters
<b>Posting Date</b>	10/24/2024 - 4 days ago
<b>Job Family</b>	Natural Resource Specialist
<b>Time Type</b>	Full time
<b>Job Type</b>	Permanent
<b>Supervisory Organization</b>	Game Program - ODFW

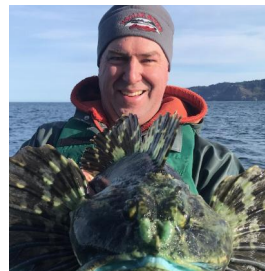
Hiring Team

Recruiter



Luke Curtis

Hiring Manager



Brian Wolfer

Related Links

Internal: Natural Resource Specialist 2 (Assistant Staff Biologist)