Santa Clara Valley Water District

APPROVED BY: THE CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE: May 2019

ASSISTANT BIOLOGIST I/II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform ecological investigations, research, monitoring, and field surveys to protect, restore, enhance, and manage the District's wetlands, flora, fisheries, and wildlife resources; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Assistant Biologist I

Assistant Biologist I is the entry level class in the Biologist series. It is distinguished by incumbents possessing little prior experience performing biologist work. Advancement to the next higher-level class is at the discretion of management, and is dependent on demonstrating the experience, knowledge, and ability requirements of the Assistant Biologist II.

Assistant Biologist II

Assistant Biologist II is the experienced level class in the Biologist series. It is distinguished by incumbents possessing some experience in performing biologist work; however, incumbents do not possess or exercise the full breadth and depth of knowledge and ability of the Associate Biologist class. Positions in this class are flexibly staffed and are normally filled by advancement from the "I" level, or, when filled by the outside, have limited experience. The Assistant Biologist II can perform as a subject matter expert (Qualified Biologist) in a subject area designated by management or may be generalists with broad ecological knowledge. In addition, incumbents may perform biologist duties in other subject areas under the direction of the respective Qualified Biologist. Assistant Biologist II class does not flexibly staff to the higher-level Associate Biologist class.

SUPERVISION RECEIVED AND EXERCISED

Assistant Biologist I

Receives immediate supervision. Employees within this class work in the presence of their supervisor or in a situation of close control and easy reference. Work assignments are given with explicit instructions or are so routine that few, if any, deviations from established practices are made without checking with the supervisor.

Assistant Biologist II

Receives general supervision. The assigned duties for employees within this class require the exercise of judgment or choice among possible actions, sometimes without clear precedents and with concern for the consequences of the action. Employees may or may not work in proximity to their supervisor.

TYPICAL DUTIES

The duties specified below are representative of the nature and level of duties assigned to this class and are not limited to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.

1. Assist in implementing mitigation monitoring plans; oversee plant installations; complete site assessments, existing conditions reports, and biological data collection summaries.

2. During the planning, design, construction, operations, and/or maintenance phase of a project, program or activity, coordinate and conduct a general biological review and/or assessment, including surveys and/or field reconnaissance; collect and review project information; review sensitive species and habitat information; identify potential biological impacts; and, report findings, analysis, and recommendations.

3. Perform work as a qualified biologist, including conducting field surveys and ecological monitoring; collecting samples; assisting with relocations; and measuring, monitoring, documenting, and mapping biological resources; summarize and analyze ecological information; conduct literature reviews and analyze sources of information from the California Natural Diversity Database, CNPS Electronic Inventory, and California Native Plant Society; and prepare reports, documents, and forms.

4. Maintain an inventory of field equipment; inspect, clean, store, and conduct minor repairs and maintenance; identify equipment needs; research, evaluate, and recommend equipment (e.g., fish ladders, fish screens), and related professional products.

5. Gather and analyze environmental data; prepare a variety of technical and administrative reports and correspondence.

6. Remain current in the subject matter related to the assigned Qualified Biologist discipline, including trends, innovations, and best practices; maintain professional networks; participate in professional group meetings, seminars, and workshops; review content from a variety of professional literature sources, including articles, websites, books, and research papers.

7. Employees have a responsibility for safety; for following safety regulations and safety policies and procedures applicable to their work.

8. Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.

9. Perform related duties and responsibilities as required.

QUALIFICATIONS

The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Assistant Biologist I

Knowledge of:

Best Management Practices (BMPs), principles, and techniques commonly used in field biology, including the planning, organizing, conducting, and managing of biological investigations and surveys.
Best Management Practices (BMPs), principles, and techniques used in the field that are specific to a subject matter designated by management (e.g., wildlife, fisheries, flora, wetlands).
Learn the principles, methods, and practices used to identify and evaluate the biological impacts caused by District operations, programs, and activities.
A variety of biological field equipment used to sample, monitor, measure, maintain, and restore biological resources.
Physiology, anatomy, lifecycle, and habitat of a biological resources (e.g., wetlands, flora, fishery, wildlife) designated by management.
Quality control and quality assurance principles and practices applied in the collection and management of biological data.
Learn the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).
Common desktop applications and software.
Authorities, methods, and techniques of scientific research, statistics, analysis, and reporting used in the discipline of biology.

Ability to:

Learn federal and state permitting regulations, laws, processes, and practices applied in natural resource management, including but not limited to those issued by California Department of Fish and Wildlife (CDFW), US Fish and Wildlife Service

(USFWS), National Marine Fisheries, US Army Corps of Engineers, Regional Water Quality Control Board, and the Federal and California Endangered Species Acts (ESAs).

Research, evaluate, and write studies, reports, papers, and related literature used in the field of biology.

Use scientific libraries and information systems for locating relevant scientific literature.

Assess, mitigate, monitor, and report biological elements and impacts; evaluate thresholds of significance.

Learn to interpret and apply federal, state, and local policies, laws, and regulations, including CEQA and NEPA.

Perform a variety of tasks to measure, control, and assure the quality of in-situ data and information collected before, during, and after ecological survey and monitoring. activities.

Learn to apply and utilize the principles, data, and processes of the District's Global Positioning System (GPS), Geographic Information System (GIS), and Cartography.

Use common desktop applications and software as well as specialized software related to the work.

Training and Experience Guidelines

The following combination represents the minimum training and experience requirements for this classification:

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in biology, ecology, botany, zoology, or a related discipline in a life sciences field.

Experience

One (1) year of experience performing professional-level responsibilities as a biologist involving a significant amount of field work.

Substitution

A Master's degree in biology, ecology, botany, zoology, or a related discipline in a life sciences field from an accredited college or university may substitute for one year of the required experience.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Assistant Biologist II

In addition to the qualifications for Assistant Biologist I:

Knowledge of:

The operations, practices, and products used by suppliers of biological resources (e.g. nurseries, fisheries).
Principles and practices of project management.
Principles and practices used in the planning, design, and implementation of restoration, conservation, mitigation, and monitoring programs of biological resources.
California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).
Federal and state permitting regulations, laws, processes, and practices applied in natural resource management, including but not limited to those issued by California Department of Fish and Wildlife (CDFW), US Fish and Wildlife Service (USFWS), National Marine Fisheries, US Army Corps of Engineers, Regional Water Quality Control Board, and the Federal and California Endangered Species Acts (ESAs).

Ability to:

Interpret and apply federal, state, and local policies, laws, and regulations, including CEQA and NEPA.
Learn to interpret, negotiate, implement, and report federal and state environmental permitting conditions.
Make significant progress towards becoming a subject matter expert (Qualified Biologist) in one or more subject areas designated by management.
Formulate and evaluate proposals and alternatives for use in natural resource management.
Plan, organize, and manage small projects, programs, and interdisciplinary teams.

Training and Experience Guidelines

The following combination represents the minimum training and experience requirements for this classification:

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in biology, ecology, botany, zoology, or a related discipline in a life sciences field.

Experience

Three (3) years of experience performing professional-level responsibilities as a biologist involving a significant amount of field work.

Substitution

A Master's degree in biology, ecology, botany, zoology, or a related discipline in a life sciences field from an accredited college or university may substitute for one year of the required experience.

WORKING CONDITIONS

Environmental Conditions

Office and field environment; some positions require frequent field visits or occasional field assignments; travel from site to site; work closely with others or alone; exposure to electrical and radiant energy; irregular work hours including overtime and possible rotating shifts; some positions may involve exposure to inclement weather; heat, cold, dampness, chilling and dry atmospheric conditions; uneven terrain; slippery surfaces; work in confined spaces; work at elevated heights, work with machinery; work around moving vehicles and around high traffic; exposure to biohazards; dirt, dust, fumes, vapors, smoke, gases, noise, poison oak, chemicals, biological and chemical contaminants, wildlife, and other conditions associated with construction sites, water treatment plants and urban and remote field conditions.

Physical Conditions

Essential and other important functions may require maintaining physical condition necessary for walking, standing or sitting for extended periods of time; audiovisual acuity; manual dexterity; some moderate to heavy lifting; operating motorized equipment and vehicles, walking on uneven surfaces including hard terrains, uneven slopes, and inclined surfaces; stooping, pushing, pulling, squatting, crawling, twisting, kneeling, climbing, and bending at neck and waist; simple grasping; fine manipulation; power grasping; work above and below shoulder and in awkward positions.

CLASS LEGEND

Established Date:	5/2018
Employee Groups:	EA
Revisions Dates:	5/2019
FLSA Status:	Non-exempt

	Current	Previous
Class Code:		
Series Code:	1LJ	
Family Code:		
Previous Titles:		
Analyst:	FD	