



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2183 MARINE BIOLOGIST I
*MONTHLY SALARY: \$3762 to \$4540**

***APPLICATION FILING PERIOD: FIRST DATE:** April 20, 2007

LAST DATE: May 25, 2007

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

***HOW TO APPLY:** Submit a completed **DATA ENTRY FORM** and **STANDARD EMPLOYMENT APPLICATION (together with all required attachments)** for this position. Your Standard Employment Application will be made available to the hiring department(s). Please submit requested materials only. **NOTE: If you are completing an online application and submitting it via the internet, you do NOT need to complete a Data Entry Form.**

***SUPPLEMENTAL QUESTIONS** – In Section 4 of the Standard Employment Application, you **MUST** respond to the following numbered questions or your application will be rejected. Read the directions on the application form carefully and be sure to follow all instructions.

1. List the **college/university level coursework** you have completed in **Marine Biology, Oceanography, Invertebrate Zoology, or Invertebrate Ecology**. Specify if the course included a lecture and/or a lab, number of units (semester or quarter), name of school, and the date completed for each course listed. Qualifying coursework must include one upper-division course and lab in Marine Biology, Oceanography or other Marine Science **and** one upper-division course and lab in Invertebrate Zoology or Invertebrate Ecology.
2. Describe your experience **collecting and analyzing field samples** and **specify the types of habitats** (e.g., intertidal, subtidal, near coastal) in which the samples were collected. Specify at which employer(s) this experience was gained. Qualifying experience must include collecting and analyzing samples of ocean water, seafloor sediments and organisms, or bottom-dwelling fishes.
3. List any oceanographic **sampling equipment** (e.g., seawater and sediment sampling equipment, water column profiling instruments, fish sampling equipment, SCUBA) with which you have experience. State any experience you have calibrating and/or maintaining the equipment for each example given.
4. Describe your experience **performing species-level identifications** of marine invertebrates and fishes and **specify the taxonomic keys used to identify or classify the major taxonomic groups** (polychaetes, crustaceans, mollusks, echinoderms and other phyla). Please list any taxonomic or ecological publications on marine invertebrates and fish that you have authored or co-authored. Specify at which employer(s) this experience was gained.
5. Describe your experience **analyzing and interpreting oceanographic and ecological data, and writing technical reports or publications**. Specify the type of data considered, statistical analyses performed and/or analytical tools employed, and the product generated (e.g., thesis, scientific publication, meeting presentation). Specify at which employer(s) this experience was gained.
6. Describe your experience with **databases and/or GIS**. Specify the **database or geodatabase formats** with which you are familiar and whether the majority of your experience is at the end-user, developer or administrator level. For any database administrator experience, please provide details regarding database size, complexity, and purpose as well as number of users and type of user base. To document **GIS and cartography** experience, list any classes taken, maps developed, or spatial data analysis projects completed. Specify at which employer(s) this experience was gained.
7. Describe your **application development** experience, especially **web development (or web administration)** experience. Specify the **platforms, programming languages, GUIs, or administration tools** with which you're familiar. For web-related projects, specify the purpose, size and complexity of the site. Specify at which employer(s) this experience was gained.

***REQUIREMENTS:** You must meet one of the following education or experience requirements on the date you apply, unless otherwise indicated.

***EDUCATION:** Transcripts or proof of degree must be submitted with your application.

1. Bachelor's Degree, or higher in Marine Biology, Oceanography, or other Marine Science. - **OR** –
2. Bachelor's Degree, or higher in a closely related Life Science field (e.g., Biology, Zoology, Ecology, Environmental Science, Natural Resources) **AND** a minimum of one upper-division **course and lab** in Marine Biology , Oceanography or other Marine Science, **AND** one upper-division **course and lab** in Invertebrate Zoology or Invertebrate Ecology.

- **OR** –

***EXPERIENCE:**

If you do not meet the educational requirements as stated above, qualifying full-time experience working as a marine or environmental scientist in a **professional laboratory (e.g., government, academic and/or research laboratory, private consulting agency) performing ocean monitoring work** may be substituted for education lacked on a year-for-year basis. (One year of full-time experience = 30 semester/45 quarter units.)

NOTES:

1. Individuals who lack related **course and lab** work as described in Education Requirement #2 above **must have a minimum of two years** full-time work experience to qualify.
2. **GRADUATING SENIORS** in their final semester or quarter of college may apply, but will be placed INACTIVE on the eligible list until submitting proof of graduation with a qualifying degree to the Personnel Department.

***HIGHLY DESIRABLE:** Knowledge of oceanography and marine ecology, fish and invertebrate biology, ecology, taxonomy, physiology, and the bioaccumulation of contaminants in marine organisms; knowledge of and experience using ocean sampling equipment/instrumentation; experience in taxonomic identifications of marine invertebrates and fishes; demonstrated experience in data and database management, data analysis; proficiency in technical writing; knowledge of various software packages such as SAS, PRIMER, SYSTAT, SQL, Oracle, and Microsoft Office Suite; GIS experience; SCUBA certification.

LICENSE: A valid California Class C Driver's License may be required **at the time of hire**.

***DUTIES:** This is an entry-level professional position in the City's Marine Biologist series in the Metropolitan Wastewater Department, Environmental Monitoring and Technical Services Division. Marine Biologists are responsible for conducting the City's ocean monitoring activities and assessing any effects of wastewater discharge on the local marine environment. Marine Biologists in the City's Marine Biology and Ocean Operations Laboratory are organized into the four functional work groups described below. The current vacancy is within the **Ocean Operations** group; though significant cross-over work occurs between the work groups.

Note: This recruitment will be used to fill future vacancies in any of the four work groups of the Marine Biology Laboratory.

Data Management and Reporting Work Group: The DM&R group is primarily responsible for the quality assurance, analysis, interpretation, and reporting of all data generated from ocean monitoring activities and other contract work performed by the Marine Biology Laboratory. A sound statistical background, proficiency with various software packages (e.g., SQL, SAS, PRIMER, Sigma Plot, Microsoft Office Suite), and excellent writing skills are necessary for the production of reports submitted to management, regulatory and contract agencies, and the public.

Information Technology and GIS (IT/GIS) Systems Work Group: The IT/GIS Systems group is primarily responsible for the administration of the lab's database, analysis of spatial data, and the production of various types of maps required for the ocean monitoring program. Daily responsibilities include entry and archiving of ocean monitoring data, validation of data accuracy, maintenance of database structure and integrity, oversight of database access/security issues, and development of database enhancements. This group is also responsible for GIS map preparation, spatial data analysis, assembly and publication of reports, and project planning/application development to support the needs of Marine Biology and other Environmental Monitoring and Technical Services Division staff.

Ocean Operations Work Group: This group is comprised of two subsections, Ocean Operations and Vessel Operations. Marine Biologists in the Ocean Operations section oversees and conduct water quality sampling, benthic sediment chemistry and infauna sampling, trawling, rig-fishing, diving operations, and remotely operated vehicle (ROV) inspections of the ocean outfalls. The members maintain and calibrate all oceanographic instrumentation, including SCUBA equipment and the ROV. The Vessel Operations section is responsible for the operation and maintenance of the City's two oceanographic survey vessels, the 48' *Oceanus* and the 42' *Monitor III*, for ensuring the safety of the crew, and assisting with various deck activities during sampling operations.

Taxonomy Work Group: The Taxonomy group primarily coordinates and manages the processing of all benthic infauna and trawl invertebrate samples, maintains the taxonomic literature and voucher collections, and conducts taxonomic training. In addition, staff taxonomists utilize digital photomicrography to produce in-house species identification sheets and keys. Members of this group participate in a regional taxonomic standardization program and perform all relevant QA/QC procedures to ensure the accuracy of all taxonomic identifications made by laboratory personnel.

***THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants with qualifications that meet or exceed the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list, which will be used to fill vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

*MMB/March 16, 2001/*Rev. 3 (04-20-07)/Class 1609

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER