POSITION: PROJECT ASSISTANT I (SWAMP PROGRAM)

DEPARTMENT: Central Valley Regional Water Board located in Fresno, CA

IMMEDIATE SUPERVISOR: Senior Engineering Geologist

POSTING DATE: October 1, 2015

CLOSING DATE: Open Until Filled

SALARY: Up to $18.28 per hour, DOQ/E

EXEMPT STATUS: Non-Exempt (Hourly), Benefited

APPOINTMENT: Full time (40 hours per week). This position is for 12-months, full-time, and is a non academic appointment with the San Jose State University Research Foundation. Continuation of the position depends upon availability of funding/grant.

GENERAL NATURE OF POSITION:
Under the direction of a Senior Engineering Geologist for the Fresno office of the Central Valley Regional Water Quality Control Board, the Incumbent will perform work for the Surface Water Ambient Monitoring Program (SWAMP) under a limited contract. Initial responsibilities will be to help conduct assessments of water quality data in coordination with the Clean Water Act, Section 303 (d) listing policy and Section 305 (b) Integrated Report (approximately 6 months). Priorities will then shift to assist staff in developing a long-term plan to coordinate multiple in-house monitoring programs and support data submission to the California Environmental Data Exchange Network.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Conduct field sampling of ambient surface waters; maintain field equipment and supplies, schedule field activities. Assist with data entry, verification and validation. Assist in the evaluation of water quality data; evaluate trends in monitoring results both temporally and spatially; interpret information provided in tables, charts, graphs; prepare data for statistical analysis. Assist in updating monitoring plans and other program reports; review maps, published literature and other State and Regional Water Board documents to assist in the development of scientifically defensible surface water monitoring strategy and design.

2. Coordinate with participating agencies and other stakeholders to organize and conduct water quality monitoring, data review, and data analysis.

3. Participate in meetings with other state agencies, local governments, general public and other interested parties. Prepare materials for public meetings, record notes during meetings, and other assignments in support of activities associated with public outreach and education.
4. Operate and drive a state vehicle upon completion of defensive driving course. Participation in meetings and presentations outside of the Fresno Regional Board office will require the ability to drive to meeting locations. Field work and data collection will require incumbent to drive to remote locations.

5. Review technical and monitoring reports. Assist in preparing annual monitoring reports, fact sheets, maps, graphs and other technical documents.

6. Other assignments and duties, as appropriate.

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INTERPERSONAL CONTACTS:
Incumbent reports to Senior Engineering Geologist, and will interact with co-workers and other internal and external clients at all levels.

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QUALIFICATIONS:

1) Education and Experience

Bachelor of Science degree in a biological, chemical, or environmental science, or a closely related scientific discipline. Admission to a master’s or doctoral degree program in a biological, chemical, environmental science, or closely related scientific discipline shall be considered to meet these education qualifications.

2) Knowledge, Skills and Abilities required

   1) Experience related to surface water sample collection and preservation; understanding of quality assurance and quality control measures as related to laboratory analysis of surface water samples; standard analytical methods and procedures.

   2) Knowledge and understanding of aquatic ecosystems, hydrogeologic processes, watershed dynamics, and general principles of ecology; applied use of statistical methods.

   3) Understanding of land-use practices and potential effects on human health, water quality, natural resources, and the environment. Familiarity with State and Federal environmental regulations.

   4) Solid interpersonal skills. Must be able to establish and maintain cooperative relationships with those contacted in the course of the work. Must be able to multi-task and to work independently; organize and set priorities to meet deadlines. Must apply good, consistent judgment in the analysis of water quality issues, including solid problem-solving skills.

3) Physical Requirements

Able to gather environmental data; to make and record accurate field observations; to read maps and navigate unfamiliar roads.

The position may require early departures, sampling in inclement weather, occasional overnight trips, travel to remote and desolate locations, and working with chemicals.

4) Complexity of Duties

This is an entry to intermediate level position. The incumbent will work with minimal supervision and be expected to perform a variety of moderately technical tasks related to the collection, compilation, and assessment of ambient water quality data.
This position description intends to describe the general nature and level of work performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

SUPERVISORY RESPONSIBILITIES: NONE

APPLICATION PROCEDURE
To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Research Foundation Human Resources Department, through the Research Foundation’s web site at foundation-jobs@sjsu.edu or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). An application will be required for those interviewed.

San Jose State University Research Foundation
Job Code  PA/SWAMP
210 North 4th Street
San Jose, CA  95112
E-mail: foundation-jobs@sjsu.edu

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A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.