General Information

The Oregon Department of Fish and Wildlife is seeking a current ODFW employee with regular status for a job rotation assignment through October 1, 2015. (This is estimated date-length of rotation may be extended depending on program needs).

To Qualify

You must be a regular status employee with the Oregon Department of Fish and Wildlife in a permanent or limited duration position that is expected to continue through at least October 1, 2015 to be considered for this opportunity.

Major Duties and Responsibilities

This position leads, supervises, and manages the Data and Technical Services Section, a Marine Resources Program work unit consisting of approximately 53 staff responsible for fishery monitoring and data and technical services. Section management includes supervising staff, budget development and tracking, grant development and management, project planning, development and technical review of project reports and making resource management and policy recommendations. S/he will directly manage a staff and program responsible for the program’s technical data needs and long term legacy data systems. S/he will make decisions on and oversee data collection, database and application development, data processing, protection of confidential and sensitive information assets, data modeling, quality control, database management, archiving and distribution/reporting for these and other marine fishery data systems. This position will assist other MRP projects with data system design, statistical analysis, data quality control and project planning. Position requires knowledge of marine science, marine resource management and policy and program administration. This position provides recommendations on all management and resource matters pertinent to marine resources and fisheries within the management jurisdiction of the State. Major duties and responsibilities are to:

- Serve on and lead MRP internal program committees and work teams as needed (e.g., data confidentiality, data/IT standards, special issues, etc.)
- Advise MRP Manager on key issues and processes
- Provide policy support on technical and data issues
- Serve on the MRP Management Team
- Develop, administer, oversee, and modify grants/budgets as needed; development coordinated with other assistant program managers and project leaders
- Understand and implement all department and program policies
- Oversee and participate in certain MRP management/administrative functions, including attending Oregon Fish and Wildlife Commission (OFWC), department, MRP project leader and meetings as required
- Participate in Program and Division project leader teams
- Supervise, oversee, and direct work of two fishery data acquisition units and the Marine Information Management Project through subordinate supervisors.
- Provide career counseling, timely evaluations, training and career development opportunities for individuals directly supervised
Identify section goals and objectives, and work with subordinate supervisors to evaluate effectiveness of existing procedures and structure and identify changes required to meet current and anticipated data needs and resource (staffing, funding, etc.) constraints.

Review and evaluate staff and project work plans and work products through personal contact, and monthly, quarterly, and annual reports.

Provide guidance and direction to team discussions and decisions. Provide final decisions and course of action for teams, as required.

Seek efficiencies and new ways of delivering program services more effectively.

Prepare and review major purchases needed to facilitate effective technical and data management function.

Develop Section budgets for inclusion in MRP biennial budget and option packages; develop project proposals.

Review section spending quarterly, utilizing department expenditure documentation and spreadsheet tracking programs; justify spending rates and levels; assure department policies, facilities, and procedures are in compliance and the program operates in a fiscally responsible manner.

Work with project leaders and MRP manager to determine short and long term work priorities and resource issues.

Prepare and review staff work planning products, proposals, and reports.

Conduct planning meetings with project leaders to establish work calendars, provide coordination, guidelines, and criteria for planned work.

Evaluate state, federal, and other laws, policies and rules pertaining to marine resource management and planning and direct staff on application of laws, policies, and rules in the execution of their jobs.

Oversee and direct Oregon ocean commercial and recreational fishery sampling and data processing, through subordinate project leaders/supervisors.

Coordinate access to/distribution of marine fishery data for ODFW and outside agency users.

Oversee management and reporting of ocean fishery data sets, such as commercial fishery logbooks, groundfish species composition data, biological data, ocean salmon coded wire tag data and Ocean Recreational Boat Survey (ORBS) data systems.

Oversee the MRP’s data contributions to the regional databases administered by Pacific States Marine Fisheries Commission (PSMFC).

Review data summaries in report and electronic media prepared by staff and provided to a variety of internal staff, regional and international management groups, news media, the fishing industry and interested public.

Review and approve/deny requests for confidential fishery data.

Coordinate with ODFW’s Information Services Division on non-standard IT equipment acquisition, program-wide IT topics, data storage and backup, large database management and other policy and technical issues.

Serve as liaison with ISD’s Application Development Team and ensure MRP business needs are clearly communicated and incorporated into development projects.

Participate in ODFW, state, local and regional data forums to address data collection, management, sharing and use issues.

May represent agency on regional and national fishery data committees such as PacFIN and RecFIN.

**Working Conditions**

- The majority of work is performed in a general office environment, including use of personal computer.

- Participates in conferences and technical and public meeting environments, many times involving emotionally intense environments and audiences.

- Substantial travel by car and commercial aircraft, both in-state and interstate involving long hours in transit, day and night. Some ocean/fresh water research field duties to observe data collection activities.
This position has been designated as sensitive in that the incumbent in this position has access to confidential/fiscal-related information. The successful candidate will be subject to an initial criminal history background check with fingerprinting.

Requires a valid driver license and an acceptable driving record.

**Rotation Conditions**

- Approval from the sending supervisor is necessary before applying for this job rotation opportunity.
- A job rotation agreement form must be completed and signed.
- Generally, relocation and per diem expenses will not be paid.
- Work out of class compensation may be paid depending upon the qualifications of the selected employee.
- The rotating employee will not change status and will remain in his/her classification and will return to his/her position upon completion of the assignment.
- The employee will remain eligible for promotional opportunities.
- Funding for the selected employee will be provided by the Marine Resources Program while on the rotational assignment.
- Experience gained may be listed in application materials when applying for future positions.
- The assignment may be terminated at any time.

**How to Apply**

If you are interested in this rotation opportunity, please submit:

- A letter of interest;
- A current ODFW Employment application, a resume or a copy of your online E-Recruit application; and
- A memo from your supervisor/manager authorizing you to work in this job rotation through October 1, 2015.

Application materials must be submitted to Amber Daniels in Human Resources by 5:00 p.m. on **MONDAY, APRIL 6, 2015**. You may fax, if necessary, to (503) 947-6050.

**Selection Process**

Those applicants whose experience most closely meets our needs for this position will be contacted for an interview.

*For further information contact: Caren Braby at: 541-867-0300 ext. 226.*