CONSERVATION, DEPARTMENT OF

Title: STUDENT ASSISTANT
Salary: $1,458.00 - $1,999.00
Posted: 01/07/2014

Job Description:

Willing-to-consider: GRADUATE STUDENT ASSISTANT ($1799-$2806)

Position Number: 538-406-4872-XXX

HR 200 # 75

Position : STUDENT ASSISTANT ($1458-$1999)

Position Number: 538-304-4870-XXX

Temporary Authorization Appointment (TAU): Intermittent, Temporary

Location: SACRAMENTO

Job Description: Under close supervision of the Environmental Program Manager I (Supervisory), the graduate student will gather and evaluate agricultural resource related data from multiple sources. This will include GIS data and other forms of information documenting potential threats to agricultural viability in California. Works with Conservation Program Support unit staff to review data for pertinent characteristics and summarizes data quality findings. Processes GIS data as necessary to optimize it for analysis, visualization, or modeling. Communicates with source entities such as other state agencies, water purveyors, or local governments, to ensure data is treated appropriately. Updates GIS data on planned infrastructure or jurisdictional boundary changes, land use status, or other pertinent information.

Responsibilities Include:

- Gathers background information and data documenting water related issues (water rights, distribution, and quality) and soil related issues (salinity, drainage) that may characterize threats to agricultural viability in California.
- Acquires data and reports from original sources and prepares preliminary assessments of information accuracy and value for Conservation Program Support staff.
- Assists staff to review data for pertinent characteristics and utility.
- Documents findings about data quality discovered using internet research, phone, and email communication with original data producers.
• As instructed by Conservation Program Support staff, processes acquired data in preparation for assessing visualization of farmland conditions.
• Generates documentation to ensure procedures can be replicated.
• Assists staff in the production of maps or statistics that can be utilized to explain data to nontechnical users.
• Prepares preliminary assessments of aerial photo/imagery interpretation and site investigations to assist staff in updating existing Conservation Program Support unit maps.
• Uses parcel data and other relevant information to improve map accuracy.
• Contacts local agencies to acquire information pertinent to determining agricultural or urban land use status and incorporates relevant information as needed.
• Documents proposals for land use conversion to urban, ecological restoration, or other uses.
• Documents the location, nature and reasons for making changes to maps.

**Desired Qualifications**:

• Be detail-oriented
• Excellent writing skills including the ability to write clearly and concisely
• Excellent interpersonal skills; personable and tactful in dealing with a variety of circumstances and individuals
• Demonstrated computer skills
• Ability to maintain confidentiality

**Who May Apply**: All interested applicants must submit a standard State Application (STD 678) with original signature and clearly indicate the HR 200 Number and basis of their eligibility in the “Job Title” portion of the application. Applications will be screened and only the most qualified candidates will be selected for an interview.

**Employment is restricted to students in Water and Soil Science, Geography, Environmental studies, Geographic Information Systems, Agronomy or related majors.**

Interested applicants must submit legible copies of current transcripts, official or unofficial.

Students must be enrolled and attending classes during the regular term (Fall, Spring, and Winter, if applicable) at an accredited college or university with a minimum of six (6) semester units or nine (9) quarter units for undergraduate students; four (4) semester units or six (6) quarter units for graduate students.

**PLEASE NOTE**: Possession of minimum qualifications may be verified prior to interview and/or appointment.

**Please submit an application indicating HR 200 # 75 to**: Department of Conservation, Human Resources Office, 801 K Street, MS 22-13, Sacramento, CA 95814, Attention: Sandra Barela-Garcia. Please indicate HR200 and position number on your application.
Additional Information:

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<th>Working Title</th>
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<td>None Specified</td>
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**Will also consider hiring a(n)**

GRADUATE STUDENT ASSISTANT $1,799.00 - $2,806.00

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<thead>
<tr>
<th>Location</th>
<th>County</th>
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<tr>
<td>Sacramento</td>
<td>SACRAMENTO</td>
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<th>Timebase</th>
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<td>Intermittent</td>
<td>Temporary month(s)</td>
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<td>01/21/2014</td>
<td><a href="http://www.consrv.ca.gov">http://www.consrv.ca.gov</a></td>
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<th>Contact Unit/Address</th>
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<tr>
<td>Human Resources Office 801 K Street MS 22-13 Sacramento, CA 95814</td>
<td>Sandra Barela-Garcia 916-324-6988</td>
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