

Job Description

Job Title: JIMAR PIFSC NEPA Project Analyst
Job ID: 29257
Project Name: JIMAR
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the School of Ocean and Earth Science and Technology (SOEST), Joint Institute for Marine & Atmospheric Research (JIMAR), located at the National Marine Fisheries Service (NMFS), Pacific Islands Fisheries Science Center (PIFSC) in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: \$3,222.00.

DUTIES: Works with staff and contractors in planning, development, and production of assigned National Environmental Policy Act (NEPA) projects and documents and related products. Provides document preparation support for assigned NEPA projects through research and data collection, data analysis, and data management. Specific tasks may include, but are not limited to, drafting and editing NEPA documents and other analytical documents, collecting and presenting information, organizing and maintaining administrative records, responding to comments from the public and government agencies, preparing associated decision and/or briefing documents, and presenting information to the public. Prepares clearance packages for local office and national office clearance of NEPA compliance documents, monitors clearance process, and assists in briefing managers on NEPA compliance. Develops and maintains web page on Intranet and Internet sites containing background information on NEPA, links to relevant websites, and downloadable NEPA documents. Works with permitting staff from National Marine Fisheries Service, other NOAA line offices and federal agencies (e.g., National Marine Sanctuaries Program, Fish and Wildlife Service) on ensuring PIFSC NEPA compliance for permitted activities. Assists management with implementation of a system for tracking and monitoring NEPA compliance.

PRIMARY QUALIFICATIONS: **EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university in Natural Resource Management, Environmental Science, or related field. **EXPERIENCE:** Three to five (3-5) years of experience in areas of natural resource management involving NEPA compliance, including project planning and scheduling. Experience in conducting project management, including multi-disciplinary and multi-agency projects. Experience working with contractors. **ABIL/KNOW/SKILLS:** Demonstrated knowledge of resource management concepts and methods applicable to fisheries and protected resources, including methods for assessing biological, environmental, and socioeconomic impacts. Familiarity with the various environmental laws, regulations and Executive Orders that apply to the management and conservation of living marine resources in the western and central Pacific under NOAA Fisheries authority. These include, but are not limited to, NEPA, the Magnuson-Stevens Fishery Conservation and Management Act, the Endangered Species Act, the Marine Mammal Protection Act, the High Seas Fishing Compliance Act, the Regulatory Flexibility Act, and Executive Order 12866. Write clearly and concisely with a minimum of editorial supervision, integrate issues, provide concise explanations of data, and assemble and complete records for assignments. Ability to manage simultaneously several tasks, each with multiple stages, and each with unique deadlines. Familiarity with maintaining an Internet website. Ability to work with multidisciplinary teams of natural and social scientists, attorneys, and managers. Post

Offer/Employment Conditions: Must meet the US Department of Commerce, National Oceanic and Atmospheric Administration security requirements for working in a federal facility which includes being fingerprinted and having a federal background check performed.

SECONDARY QUALIFICATIONS: Master's Degree from an accredited college or university in related field. Experience in fisheries management, protected species management, NEPA project management, and preparation of environmental assessments and environmental impact statements under NEPA. Experience managing contracts and contractors, developing contractor statements of work, and evaluating contract awards.

INQUIRIES: Nicole Wakazuru 956-9465 (Oahu).

APPLICATION REQUIREMENTS: The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 07/07/2009

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