

## Classification description



**Title:** Assistant Natural Resource Scientist  
**Job Code:** 6000  
**Pay Range:** 16  
**FLSA Status:** Exempt – Professional, Learned

**Employee Group:** AFSCME 3580  
**Established:** 2007  
**Revised:** 2019  
**EEO Category:** Professionals

### DESCRIPTION

The Assistant Natural Resource Scientist performs a variety of entry-level professional duties directly related to the conservation, management, protection, utilization, or restoration of natural resources including, but not limited to: general scientific and technical data collection, analysis, evaluation, monitoring, planning and project implementation. The classification supports the activities of a team, project, or program.

### DISTINGUISHING FEATURES

The Assistant Natural Resource Scientist classification is distinguished by the performance of entry-level professional assignments under close supervision or clearly defined direction. The Assistant Natural Resource Scientist classification is the first level of a three-level career progression series (Assistant, Associate, Senior). Specific career progression information is listed in the Advancement Criteria section of the classification description.

### DUTIES AND RESPONSIBILITIES

1. Supports more senior staff in implementing habitat restoration, management and monitoring efforts on Metro sites, including overseeing fieldwork conducted by contractors, volunteers and seasonal staff.
2. Supports Parks and Nature Program by collecting and organizing basic information for partnership related work, community workshops and staff projects.
3. Supports a lead Natural Resource Scientist doing general scientific or technical quantitative and qualitative data analyses according to standard procedures.
4. Develops data displays including graphs, charts, maps, and tabulation of data records.
5. Does preliminary development, review and evaluation of technical reports, and grant applications; ensures compliance with department guidelines and standards.
6. Confers with other professional staff regarding findings and makes initial recommendations and gives input regarding final recommendations.
7. Writes reports of findings about program and project status.
8. Participates in writing or revising program procedures or guidelines.
9. Operates or maintains computer/software systems for manipulating technical program data.
10. Collects or participates with manager or higher-level scientists in the collection of data or field samples.
11. Keeps accurate records in support of field survey or data gathering activities; ensures accuracy and validity of data collection processes and resources.

12. Prepares data summaries and analyses. Evaluates findings and writes summary reports with action recommendations for review by higher-level staff.
13. May provide informational programs for various groups, such as Metro staff, regional partnerships, local jurisdictions, schools, associations, and civic groups.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
  - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
  - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance
  - Practice safe work habits
  - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

### **JOB SPECIFICATIONS**

#### **Education/Licensing and Experience**

- Two or more field seasons or one consecutive year of experience in a technical role related to biological data collection and project implementation and
- Bachelor's degree in Environmental Science, Biology, Botany, Zoology, or a directly related field, or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities.

#### **Knowledge, Skills and Abilities**

- Theory and principles of natural resource conservation, management, protection, utilization, or restoration and enhancement

- Theories, practices, and principles of a specific physical or biological science discipline or program area related to natural resources management
- Mathematics, including basic understanding of statistical concepts and quantitative and qualitative analyses
- Computer programs used to map and analyze specific physical or biological information
- Relevant equipment, instruments, tools, and vehicles
- Use and learn standard office software including word processing, spreadsheets and presentation software to manipulate, enter, or retrieve information
- Gather and analyze technical or scientific information and draw conclusions or make recommendations
- Communicate verbally and in writing with people of diverse backgrounds to answer questions and explain information
- Ability to write clear and concise status, summary, technical, or narrative reports
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- Successfully pass the background check and screening requirements required for the position
- Familiarity with or ability to learn native and invasive plants of the region
- Perform all position essential duties and responsibilities

### **SUPERVISION RECEIVED**

A higher level Natural Resource Scientist provides lead direction. Supervision is provided by a Supervisor or Manager.

### **SUPERVISION EXERCISED**

None. May provide lead direction over lead volunteers, youth-corps teams, seasonal staff or direct the efforts of contract labor crews.

### **WORK ENVIRONMENT**

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties are primarily performed in an office environment and in the field. This position frequently requires walking on uneven or rough terrain for distances of up to two miles in all weather conditions. This position requires talking (both in person and over the phone), sitting, repetitive motions of the hands/wrists and good general hearing ability and vision. It may also require the ability to lift or carry up to 40 pounds.

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### Advancement Criteria

Advancement from the Assistant Natural Resource Scientist classification to the Associate Natural Resource Scientist classification depends on the business needs of the department and the qualifications of the employee.

1. Department Director must verify that there is a need for incumbent to perform Associate-level duties. Business need determines the opportunity – advancement is not guaranteed.
2. Incumbent is required to serve a minimum of one (1) year in the Assistant level classification. However, three (3) to five (5) years represents the typical amount of time needed for incumbent to fully demonstrate the ability to advance from the Assistant level classification to the Associate level classification.
3. Incumbent must demonstrate the ability to perform all of the duties in the Associate level classification, as determined by the direct supervisor with the written approval of the department director.
4. Incumbent must demonstrate a willingness to lead in their own professional development by taking on new challenges when they are identified and offered.
5. Incumbent must have completed all mandatory training through the Metro Human Resources department.
6. Incumbent must have completed a Metro-approved Project Management course

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*