

Statement of Work (Data Editor)

January, 2016

Scope

The Fisheries Sampling Branch (otherwise known as the Northeast Fisheries Observer Program or NEFOP) provides observer coverage of several Northeast and Mid-Atlantic federal and state fisheries. The NEFOP trains and monitors the performance of fisheries observers while sampling onboard commercial fishing vessels from Maine to North Carolina, USA. Deployment of observers is conducted by an observer service provider. The data that is collected by observers is tracked, edited, audited and uploaded to a master database by NEFOP staff. Data are provided to a variety of end-users and stakeholders for use in fisheries management decision making. The fisheries coverage is split between the Northeast and Mid-Atlantic areas. The NEFOP currently has an opening for a Data Editor.

Requirements

The contractor shall perform duties on-site at the Observer Training Center in Falmouth, Massachusetts (Falmouth Technology Park). This site is a satellite office of the Northeast Fisheries Science Center (NEFSC) in Woods Hole, MA. The contractor shall have use of government computer equipment, field equipment and vehicles associated with the NEFOP in order to perform their duties. The contractor shall have a cubicle at the training center, but will spend a fair amount of their time in the field. The position responsibilities are as follows:

Specific Tasks

Review/edit electronic data uploads and raw data logs for completeness and accuracy.

Contact observers to verify inconsistencies and solve data recording problems as needed.

Maintain records on individual observer performance to be used in assessing overall data quality and schedules observer debriefings as necessary.

Complete evaluations of each observer's work performance on a per trip basis.

Submit weekly reports on editing progress to Lead Data Editor.

Keep the Lead Data Editor and Data Managers informed of important and serious data recording issues.

Assist with routine audits and checks on trip data prior to the trip being loaded to the observer database.

Assist with preparations for Observer Trainings including observer exercises, homework assignments, workshops, quizzes, exams and presentations as needed.

Deploy aboard commercial fishing vessels (single day and multi-day trips) to become familiar with observer duties at sea as needed.

Qualifications

Offerors with a B.S. degree in Marine Biology, Fisheries, or a related field, will be considered Biologist I. Previous or current NEFOP observer experience preferred. Biological research experience at the college or professional level is desired. The incumbent is expected to have an interest in fishery science, fishery management, and a general knowledge of analytical techniques. Experience with UNIX based computers and networked systems is desirable. Proficiency in Microsoft Windows office suite (excel, word, access, powerpoint) is desired. Proficiency in GIS, website development, SAS, other statistical packages, Oracle or other relational database management systems and SQL programming language are preferred. Ability to communicate well in the office and field environment desired.

Application

Please provide electronic submissions of your resume to Laura Shulman at HR@IntegratedStatistics.com. Please provide a cover letter that details your experience and interest in the position. Describe your observer experience and how it would qualify you for this position, or if you do not have observer experience please describe other unique characteristics that you may have that do make you a qualified individual. Describe research experience and interest in fisheries science and management. Describe your computer and office experience.