EXPERIMENTAL BIOLOGY AIDE 3769

GENERAL DESCRIPTION OF CLASS

The EXPERIMENTAL BIOLOGY AIDE assists in biological research projects by gathering and processing data and performing related duties such as operating, maintaining, and constructing equipment necessary to collect the data.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

Allocation of positions to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below.

1. **Data Collection.** Typical tasks: gathers information and samples by means such as: 1) setting and retrieving gill nets; measuring, weighing and determining sex of fish captured; 2) observing type of equipment used by anglers to determine type of catch; or interviewing anglers or hunters to determine type and number of catch versus number of anglers or hunters and time spent fishing or hunting; 3) counting fish or wildlife passing through a counting station to determine numbers and types of species in specific location; 4) removing cells or scales from fish; mounting cells or scales on slides, and observing under microscope or microfiche to determine immunity to disease or age, size, and migration pattern of fish; 5) tagging fish with coded-wire tag; releasing fish in wild; removing coded-wire tag when fish are recaptured to determine migration pattern of fish; 6) scanning nursery beds or field plots to determine types and numbers of insects, pests or weeds; 7) measuring and weighing seeds, and observing under microscope, to predict quality; 8) analyzing water or soil samples to determine chemical and nutritional composition.

2. **Data Processing.** Typical tasks: compiles and tabulates data; checks for errors and makes necessary corrections and edits; keypunches and/or enters data on computer terminal; retrieves data as needed by agency staff; generates graphs, charts, tables and other statistical correlations, if appropriate; assists with routine analysis and evaluation of statistics; prepares data for permanent or long term storage by transferring to mainframe computer at agency's central location; assists in the preparation of research reports based on findings and analysis of project.

3. **Manual Labor.** Typical tasks: constructs fish ladders; clears logs and other debris from ladders; mends and repairs gill nets; constructs and maintains fish screens by building forms, mixing and pouring concrete, attaching hardware and screens, periodically cleaning screens of algae and debris; plots out planting beds; plants trees, shrubs, or other vegetation necessary for research; weeds planting beds; prunes and thins trees and shrubs; cleans laboratory equipment such as microscopes, pipettes, and beakers; troubleshoots and repairs boat engines and tools such as chainsaws, drills, and sanders; performs minor maintenance, such as oil changes, tune-ups, and tire changes on agency vehicles.

4. **Miscellaneous.** Typical tasks: assists in checking catch limits and licenses of hunters and anglers; provides information on catch limits and seasons to public; obtains price quotes from vendors for

supplies needed for projects; assembles informational packets for the public or for conferences and seminars sponsored by agency; coordinates and directs the work of part-time or seasonal workers; performs clerical duties such as opening, logging and routing mail, stuffing envelopes, and copying various documents and reports.

RELATIONSHIPS WITH OTHERS

Some employees in this class (e.g., those interviewing anglers and hunters) have daily in-person contact with the public to obtain research data. Other employees in this class (e.g., those counting wildlife herds in the wilderness) have virtually no contact with the public. All employees in this class have regular in-person contact with other agency staff to exchange information. They have occasional in-person or telephone contact with vendors when obtaining information concerning supplies needed.

SUPERVISION RECEIVED

Employees in this class receive general supervision from the research project leader, who reviews work several times a week through personal observation or reviewing research findings. Work is reviewed for adherence to agency policy, procedures, and guidelines and for conformance to accepted biological research methods to assure the legitimacy and statistical validity of findings.

GENERAL INFORMATION

Employees in this class work out of doors in all weather in locations throughout the State. Physical labor is a regular part of the job and can include lifting, walking, and work around and in water.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Basic knowledge of scientific methods.
Basic knowledge of arithmetic (addition, subtraction, multiplication, division).

Ability to summarize data.
Ability to identify wildlife, fish, or flora species, sex and age.
Ability to accurately record data.
Ability to perform hard physical labor.

Some positions in this class may require one or more of the following:

Skill in communicating with the public to explain.

Ability to use a variety of tools needed to construct or maintain equipment.
Ability to input, retrieve, and manipulate data on a computer.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.