



**ENVIRONMENTAL BIOLOGIST 1 & 2 (Job #2952)**  
**PAY RANGE: \$24.32 - \$35.04 Per Hour Depending on Qualifications**  
**CLOSING DATE: Open Until Filled**

**SPECIAL NOTE: Applications received on or before January 10, 2005 will be considered first.  
Salary will be commensurate dependant upon experience.**

**NATURE OF WORK**

**ENVIRONMENTAL BIOLOGIST 1:** This is a technical and professional support position within the Pierce County, Planning and Land Services Department related to Resource Management, with an emphasis on wetlands and fish and, wildlife species and habitat. Environmental Biologist 1 works primarily in the field, under the general direction of an Environmental Biologist 2 and/or Environmental Biologist 3. General work includes: conducting site visits to inspect and verify the presence of wetlands, fish and wildlife species or habitat areas, and their associated buffers; prepares environmental documents and permit requirements; and relates information to applicants, other County departments, other agencies, technical consultants, and the public. Incumbents are required to use considerable independent judgment and initiative. Work is performed under the general direction of an administrative superior who reviews work periodically through conferences, reports, and results achieved.

**ENVIRONMENTAL BIOLOGIST 2:** This is a technical and professional position within the Planning and Land Services Department related to Resource Management with an emphasis on wetlands and fish and wildlife species, and habitat management and protection. The position includes varying amounts of office and field responsibilities. General direction, guidance, and assistance are provided by an Environmental Biologist 3 and/or a department supervisor within the County. Duties include, conducting site visits and/or inspections to verify wetlands and fish and wildlife species or habitat areas and/or buffers; preparing environmental documents and plans; and communicating with the public, law enforcement, consultants and County Officials, including providing testimony at public meetings and to the County Council. Incumbents are required to use considerable independent judgment and initiative in daily work activities. Work is performed under the general direction of an administrative superior who reviews work periodically through conferences, reports, and results achieved.

**ESSENTIAL FUNCTIONS**

**ENVIRONMENTAL BIOLOGIST 1:** Conducts site visits to identify wetlands and determine wetland categories. Conducts wetland delineations and prepares non-compensatory mitigation plans for single-family and new agricultural activities and short plats. Reviews wetland delineation and verification reports; non-compensatory and compensatory mitigation plans for single-family; new agricultural activities; short plats and habitat assessment documents associated with single-family or new agricultural development and short plats. Reviews development plans and monitors projects to ensure compliance with applicable regulations. Assists with enforcement violations relating to federal, state, and local guidelines and procedures. Coordinates project activities with other section members, County departments, other agencies, and applicants. Investigates and pursues resolution of wetland and fish and wildlife regulation violations and citizen complaints. Participates in technical review meetings. Prepares written reports, summarizes findings, and writes memos and letters. Makes presentations on single-family sites, new agriculture applications, short-plats and on other less complex wetland and environmental issues at public hearings. Provides testimony at public hearings. Responds to questions and inquiries from the general public regarding to wetlands and fish and wildlife. Maintains regular and predictable attendance and is able to perform the physical requirements of the position.

**ENVIRONMENTAL BIOLOGIST 2:** Conducts site visits to identify wetlands and determine wetland categories; and identify habitat or species presence associated with development activities. Reviews and analyzes wetland delineation and verification reports, wetland analysis reports, non compensatory, compensatory mitigation plans and habitat assessment documents. Reviews development plans, wetland reports, habitat assessment documents and monitors projects to ensure compliance with applicable regulations. Investigates and pursues resolution of wetlands and fish and wildlife regulation violations. Prepares written reports including, non-compensatory mitigation plans, summarizes findings, and writes a variety of memos, letters, and related environmental documentation. Responds to questions and inquiries from the general public regarding wetland analysis, fish and wildlife regulations. Coordinates wetlands and fish and wildlife activities with other section members, applicants, County departments, and other agencies. Makes presentations on wetlands and fish and wildlife issues at public hearings. Participates in technical reviews. Interacts with general public, county officials, law enforcement and legal staff as needed to address violation issues and provide testimony at public hearings and before the County Council and the Planning Commission. Maintains regular and predictable attendance and is able to perform the physical requirements of the position.

## RECRUITING REQUIREMENTS

**ENVIRONMENTAL BIOLOGIST 1:** Graduation from a four year college or university with a degree in botany, biology, environmental studies, fisheries, soil sciences, wildlife biology or related field and two years of related work experience, including a minimum of one year experience delineating wetlands using the 1997 Washington State Wetlands Identification and Delineation Manual, preparing wetland reports, and mitigation plans. Additional education or related experience may substitute for the recruiting requirements. Union membership is required within 30 days of employment.

**ENVIRONMENTAL BIOLOGIST 2:** Graduation from a four-year college or university with a degree in botany, biology, environmental studies, fisheries, soil science, wildlife biology or related field and three or more years of related work experience including, a minimum of one year experience delineating wetlands using the 1997 Washington State Wetlands Identification and Delineation Manual, and preparing wetland mitigation plans. Additional education or related experience may substitute for the recruiting requirements. Union membership required within 30 days of appointment.

**Special Note:** Both positions require satisfactory physical condition as evidenced by a County-approved physical examination. Incumbents in this position must be able to work in adverse weather and difficult physical conditions including, frequent walking on uneven surfaces and through vegetation, stooping, bending, climbing and digging.

## SUPPLEMENTAL QUESTIONNAIRE

### ENVIRONMENTAL BIOLOGIST 1 (Job #2952)

**Instructions:** This questionnaire is part of the examination process and is mandatory. On a separate sheet(s) of paper or separate document, describe in detail your past work experience and education in the following areas. List your employer and dates of employment separately for each question.

#### **Environmental Biologist 1:**

1. Describe your experience delineating wetlands. Include the name of manual(s) used for the delineation(s) and the delineation methodology (or methodologies).
2. Describe your experience assessing wetland functions and values. Include the name of the method(s).
3. Describe your background writing and reviewing mitigation reports.
4. Describe your experience with wildlife-related site assessments and studies.
5. Describe any other experience you have in hydrology monitoring or modeling, fisheries or aquatic habitat restoration.

**Instructions:** This questionnaire is part of the examination process and is mandatory. On a separate sheet(s) of paper or separate document, describe in detail your past work experience and education in the following areas. List your employer and dates of employment separately for each question.

#### **Environmental Biologist 2:**

1. Describe your experience delineating wetlands. Include the name of manual(s) used for the delineation(s) and the delineation methodology (or methodologies).
2. Please describe your experience in fish and wildlife enforcement activities.
3. Please describe your experience and role in working with elected officials, citizens groups, consultants, and public agencies.
4. Describe any experience you have in hydrology monitoring or modeling, fisheries or aquatic habitat restoration.
5. Describe your experience with wildlife-related site assessments and studies.

## **APPLICATION AND SELECTION PROCESS**

To be considered for this classification, applicants must complete and submit a signed Pierce County employment application form and a written response to the supplemental questions listed above by the closing date to the Pierce County Human Resources Department, 615 South 9th Street, Suite 200, Tacoma, WA 98405-4670. A separate application must be submitted for each job number for which you are applying. Photocopies with original signatures are acceptable. A resume in lieu of the application form and supplemental questionnaire is not acceptable. Notify the Human Resources Department immediately of any address or telephone change.

This is a competitive selection process. Your responses on the application form and supplemental questionnaire will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

Pierce County will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify the Human Resources Department at (253) 798-7480 of the accommodation needed, preferably at the time of application, but at least two days prior to the date needed.

**Human Resources Department (253) 798-7480    Job Information Line (253) 798-7466    TDD: (253) 798-3965**  
**[pchumanresources@co.pierce.wa.us](mailto:pchumanresources@co.pierce.wa.us)    <http://www.piercecountywa.org/jobs>**

## **EQUAL EMPLOYMENT OPPORTUNITY**

Pierce County is committed to a policy of equal employment opportunity regardless of race; religion; color; national origin; age; sex; physical, mental or sensory disability; or veteran status. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

## **BENEFITS**

**VACATION LEAVE:** Upon completion of 13 pay cycles (approximately six months) employees receive six days of vacation leave. Vacation accrues at the rate of 12 days per year initially, up to a maximum of 30 days per year.

**SICK LEAVE:** Employees receive six days of sick leave upon completion of 13 pay cycles. Sick leave is accrued at the rate of one day per month.

**HOLIDAYS:** Pierce County employees enjoy twelve paid holidays.

**MEDICAL COVERAGE:** Excellent choices of medical plans which include vision and prescription drug coverage are available for the employee and dependents.

**DENTAL COVERAGE:** Our dental program includes orthodontic coverage for employees and dependents.

**LIFE INSURANCE:** County paid life insurance for all full time/full benefit employees is effective the first day of employment. Additional life insurance is available at the employees expense.

**RETIREMENT:** Pierce County employees participate in the Washington State Public Employees Retirement System (PERS). Employees and the County contribute jointly to the plan.

**SOCIAL SECURITY AND INDUSTRIAL INSURANCE:** Employees are covered by Social Security and the State Industrial Insurance Act.

**IN ADDITION:** Pierce County offers its employees an Employee Assistance Program, access to a credit union, two Deferred Compensation Programs, a Wellness Program, a child care referral service, a variety of on-going training programs, an Employee Suggestion Award Program, Long Term Disability Insurance, commuting assistance including bus and vanpool subsidies, direct payroll deposit, and U.S. Savings Bonds through payroll deduction.

**PART-TIME EMPLOYEES** receive pro-rated benefits.

**NOTE:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained herein may be modified and/or revoked without notice.



EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. SIGN AND DATE THE APPLICATION. AN INCOMPLETE APPLICATION MAY AFFECT YOUR ELIGIBILITY OR EXPERIENCE CREDIT.

GENERAL INFORMATION

Form with fields: POSITION FOR WHICH APPLYING, JOB #, Last Name, First Name, Middle Initial, Mailing Address, City, State, Zip, Home Phone, Work Phone, Cell Phone, Email Address.

Form with fields: Are you now or have you ever been employed by Pierce County Government? Yes No, Job Title, Department, Dates Employed.

Form with fields: Do you have any relatives working for Pierce County Government? Yes No, Name(s), Relationship(s), Department(s).

Form with fields: Washington State labor laws restrict some employment from persons under 18 years of age. Are you at least 18 years old? Yes No, If no what is your birth date?

Form with fields: Can you perform the essential functions of this job with or without a reasonable accommodation? (See job announcement for essential functions) Yes No.

If you have been arrested with charges still pending, or convicted, or released from prison within the last 10 years, explain below. Crimes which reasonably relate to this job will not necessarily be considered a bar from employment.

Table with columns: Date, Charge, Sentence, Remarks.

VETERANS' PREFERENCE/SCORING CRITERIA

Pierce County gives veterans' scoring criteria in accordance with State Law to veterans honorably released from active military service. Do you claim veterans' preference scoring criteria? Yes No. If yes, complete the following items. (Proof of veteran status will be required to award scoring criteria.)

Are you retired from military service and receiving veterans' retirement payments? Yes No

All dates of active duty: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

Have you ever obtained employment through the use of veterans' preference or veterans' scoring criteria? Yes No

If yes, where

Have you received the Armed Forces Expeditionary Medal, the Marine Corps and Navy Medal for opposed action on foreign soil, or the Southwest Asia Service Medal? Yes No

EDUCATION

Did you graduate from high school or receive a GED certificate? Yes No

Table with columns: Name of college, university, vocational school, Major, Full Years Completed, Title Degrees Conferred, Credit Hours.

Table with columns: Professional Licenses & Certification, Type of License, Issuing State, Number, Expiration Date.

## EMPLOYMENT HISTORY

LIST YOUR WORK EXPERIENCE FOR AT LEAST THE LAST 10 YEARS INCLUDING SELF-EMPLOYMENT, MILITARY SERVICE, VOLUNTEER WORK AND PERIODS OF UNEMPLOYMENT AND ANY RELATED EXPERIENCE BEYOND 10 YEARS. ATTACH ADDITIONAL SHEETS IF NECESSARY. BE AS COMPLETE AS POSSIBLE IN OUTLINING THE DUTIES OF EACH POSITION. FAILURE TO DO SO MAY AFFECT THE CREDIT YOU RECEIVE FOR EXPERIENCE.

### MOST RECENT EXPERIENCE

Employer									
Address									
Position				Hours worked each week			Starting salary		Last salary
Total years/months		From	____/____/____		To	____/____/____		No. of employees you supervised	
Supervisor					Phone	( )	-		
Specific duties									
Reason for leaving or considering change									

### OTHER EXPERIENCE

Employer									
Address									
Position				Hours worked each week			Starting salary		Last salary
Total years/months		From	____/____/____		To	____/____/____		No. of employees you supervised	
Supervisor					Phone	( )	-		
Specific duties									
Reason for leaving or considering change									

### OTHER EXPERIENCE

Employer									
Address									
Position				Hours worked each week			Starting salary		Last salary
Total years/months		From	____/____/____		To	____/____/____		No. of employees you supervised	
Supervisor					Phone	( )	-		
Specific duties									
Reason for leaving or considering change									

## AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I authorize my current or former employers and all schools or educational and technical institutions which I have attended to provide Pierce County representatives any information regarding my current or former employment, scholastic records or ratings. I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts.

I am willing to submit to a pre-employment physical examination, including controlled substance testing, if required.

I understand that as a condition of employment I must provide documentation to prove my eligibility to obtain employment along with personal identification information as required by the Immigration Reform And Control Act of 1986.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## EQUAL EMPLOYMENT OPPORTUNITY

Pierce County is committed to a policy of equal employment opportunity regardless of race; religion; color; national origin; age; sex; physical, mental or sensory disability; or veteran status. For this purpose, we would appreciate your providing the information below. This is entirely voluntary and will be maintained **CONFIDENTIALLY** and separate from personnel files. No adverse action will result from failure to furnish requested information. The information gathered herein will not be provided to supervisors, the appointing authority, or other departmental employees. It will be used for monitoring and for Federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Pierce County in ensuring equal employment opportunities for all applicants.

**NAME:**

**SSN:**

(Disclosure of your SSN is voluntary. If you elect to provide it, we will only use it for applicant tracking.)

**SEX:**  Male  Female

**AGE OVER 40:**  Yes  No

**ETHNIC GROUP:** If you are of more than one race, please indicate one group only for recordkeeping purposes.

White

Black

Hispanic

Asian or Pacific Islander

American Indian or Alaskan Native

Please identify name of the enrolled or principal tribe: \_\_\_\_\_

**DISABLED:**  Yes  No **DISABLED VETERAN:**  Yes  No

**VETERAN:**  Yes  No

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### DEFINITIONS

Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.

**White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.

**Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Disabled:** People with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

**Disabled Veteran:** All persons entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

## REFERRAL SOURCE

**Check all that apply:**

- Newspaper: Name \_\_\_\_\_
- Pierce County Job Information Line
- Internet
- Job Fair: Name \_\_\_\_\_ Location \_\_\_\_\_
- Word-of-Mouth
- Announcement in Pierce County Human Resources Office
- Public Access Television
- County Employee
- Other: Identify \_\_\_\_\_