

**SITKA TRIBE OF ALASKA**  
**Job Description**  
**Environmental Lab Analyst**

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**Benefits:** Yes

**Grade:** 5

**Department:** Resource Protection Department

**Funding Source:** Grant Funded Position

**Prepared by:** Environmental Lab Manager

**Approved by:** General Manager

**Updated:** March 3, 2021

**Reports to:** RPD Director

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**I. SUMMARY:**

This individual is responsible for ensuring environmental samples are collected, processed, and analyzed correctly and in a timely matter for the Sitka Tribe of Alaska Environmental Research Lab (STAERL). To be successful this individual must be able to perform complex lab analyses independently and with limited oversight, must be able to find creative solutions to problems, and be flexible with their work schedule. This individual must also be able to work well independently and as part of a team. Samples to be analyzed by STAERL include shellfish, plankton, seafood, and seawater samples. Analyses to be completed include receptor binding assay for paralytic shellfish toxins, ELISA (paralytic shellfish toxins, domoic acid, okadaic acid) HPLC (paralytic shellfish toxins, domoic acid) and total mercury analysis. Finally, this person will need to communicate data accurately and professionally via reports, public service announcements, the SEATOR website, and for group presentations.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**A. General Duties**

- Coordinate sample collection, shipment, and pick up for STAERL.
- Coordinate and conduct sample processing (including, shucking, homogenizing, database entry, freeze drying, and other preparatory tasks).
- Coordinate and conduct sample analysis including, analyze subsistence shellfish and water samples for paralytic shellfish toxins, domoic acid and okadaic acid using a receptor binding assay or ELISA, test subsistence food for total mercury.
- Set up HPLC's for the analysis of biotoxins.
- Conduct a monthly inventory for STAERL and purchase all necessary supplies from vendors.
- Coordinate and conduct all qa/qc for lab analysis, including maintaining metadata for lab validation.
- Coordinate and implement weekly/monthly lab tasks specific to the biotoxin lab.
- Coordinate and conduct data dissemination including development of the biotoxin reports, public service announcements, and SEATOR website.
- Maintain all lab equipment, including performing and conducting weekly/monthly/and annual maintenance and calibration on lab equipment including freezers, MQ system, scales, pipettes, plate readers, pumps, and plumbing.

- Develop and maintain protocols and procedures for laboratory tasks
- Understand the basics of phytoplankton sampling, identification, and harmful algal bloom dynamics. Be able to supplement STAERL data dissemination with this information.
- Understand the basic principles and functionality of ocean acidification, the BoL and the STA ocean chemistry program
- Train staff on sample, processing, analysis, maintenance, and qa/qc.
- Maintain the STAERL sample database
- Work with a dynamic team to pursue the completion of project goals
- Assist with education efforts as needed including annual workshops, K-12 lessons, and training SEATOR partner
- Represent STAERL professionally at local and state meetings and conferences.
- Assist with grant writing and reporting
- Work closely with program director to determine project timelines, priority, and goals.
- Participate and assist in all RPD programs as needed (subsistence food collection and distribution, office upkeep, etc.)
- Other duties as assigned.

#### **B. Meetings, STA Reporting and Professional Conduct**

- Keep Resources Protection department staff informed about projects and duties via weekly staff meetings
- Coordinate and attend lab meetings with STAERL staff
- Attend STA all-staff meetings and events which may occur after hours or on weekends, including but not limited to the Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, and other all-staff events that arise throughout the year
- Prepare reports for inclusion in the Resources Protection Department report to Tribal Citizens in periodic Newsletters and the Annual Report.

### **III. MINIMUM QUALIFICATIONS:**

#### **A. Education:**

- Bachelor of Science in chemistry, biology, geology, marine sciences or other applicable field; AND
- Experience in a chemistry laboratory setting analyzing environmental data; AND
- Experience working independently and, on a team, to accomplish program goals; AND
- Excellence in data input, interpretation, and QA/QC.

#### **B. Experience, Skills and Abilities**

- Experience with analytical chemistry and laboratory research, including data collection, sample processing, analysis, and reporting. Experience with HPLC instruments preferred
- Ability to effectively communicate research findings through written and oral media to diverse audiences
- Intermediate experience with computer systems and software such as Microsoft Word, Excel, and statistics
- Ability to define problems, to collect data, to establish facts, and to draw valid conclusions

- Ability to work with Tribal, State, and Federal agencies

#### IV. ADDITIONAL

##### A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense,
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence,
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness,
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or a child,
- Who has been convicted of a crime involving dishonesty or theft or violation of a gaming law.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

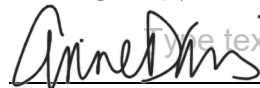
##### B. Drug- and Alcohol-Free Workplace

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.

#### V. PREFERENCE

Tribal Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

#### APPROVED:



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4.01.2021

General Manager/Deputy General Manager

Date