

Specifications
for the

NATURAL RESOURCES MANAGEMENT SPECIALIST SERIES
(NATURAL RESCS MGMT SPCLT SERIES)

Series Definition

This series includes all classes of positions, the duties of which are to perform professional work in the management of a statewide natural area reserve system and other protected areas. Professional knowledge and competence in planning, developing, and implementing natural area resource management projects and activities are required. The necessary knowledge and skills can be acquired through a combination of education and on-the-job experience.

The objective of the State's native ecosystem protection and management program is to preserve the State's unique natural ecosystems and geologic formations. Natural Area Reserves, Forest Reserves, and Wildlife Sanctuaries encompass diverse ecosystems, including forests, wetlands, offshore islands, bogs, grasslands, marine coastal areas, lava flows, coastal dunes, and snowy alpine terrain. They support many highly specialized plant and animal species unique to Hawaii. Positions in the series are responsible for developing and implementing operational management plans for natural area reserves and other natural areas that involve various activities to prevent disruption of pristine areas or the degradation of sites and to recover critically imperiled areas and native ecosystems and species. Such activities include inventories of species and ecosystem conditions; protection and management of areas; development and implementation of innovative management prescriptions; monitoring ecosystem and species trends; implementing adaptive management as needed; and designing and implementing educational and scientific projects, programs, and studies.

Level Distinctions

Classes in this series are distinguished from each other by differences in:

1. Complexity of Work Assignments: Complexity refers to the degree of program or project responsibility and the scope and impact of the assigned work.
2. Supervisory Controls: This factor refers to the nature and extent of direct or indirect controls exercised by the supervisor, *i.e.*, how assignments are given, the extent of responsibility for the work product, and the method of reviewing completed work.

3. Personal Contacts: This factor refers to the nature and purpose of contacts with those other than the supervisor and can range from exchanging information regarding the program activities to resolving controversial issues or differing viewpoints.
4. Knowledge, Skills, and Abilities Required: This factor refers to the nature and extent of information or facts that must be acquired, understood, and applied to do acceptable work and the nature and extent of skills and abilities needed to apply this knowledge.

NATURAL RESOURCES MANAGEMENT SPECIALIST II
(NATURAL RESCS MGMT SPCLT II)

5.072

Class Distinguishers

Complexity: This is the advanced trainee level through which the trainee advances as part of the progression to full performance as an independent worker. Assignments characteristically involve assisting in natural area management projects for which a higher-level specialist is responsible. Assignments are screened to eliminate highly complex or unusual problems. Complex assignments are given and conducted under close guidance to progressively develop the position's incumbent for work at the next higher level.

Supervisory Controls: Positions at this level function under close supervision. Instructions are specific as to the purpose and scope of the work and the problems to be anticipated. Project-level specifics are reviewed and discussed with the supervisor before they are carried out. As training progresses, supervision is relaxed on simple assignments for which specific guidelines and procedures exist. Completed work is reviewed for adherence to instructions and technical accuracy.

Personal Contacts: At this level, personal contacts are mainly with co-workers and supervisors. Where contacts with private landowners, agencies, and the public occur, they are to answer routine questions or provide routine information where identified policies and procedures exist.

Examples of Duties *(Positions may not necessarily be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Directs a work crew and/or volunteer group in performing work in various management activities such as fencing, trapping, trail construction, etc.

2. Makes recommendations of fence alignments with supervisor and lays out fence lines according to pre-discussed specifications.
3. Accompanies a higher-level specialist in the conduct of field surveys to learn the identification, physiology, phenology, and ecology of plants and animals found in Hawaii.
4. Plans plant and wildlife census projects as directed; reviews project specifications with a higher-level specialist and implements as discussed.
5. Evaluates and documents the results of management activities for review by a higher-level specialist.
6. Provides general information on program goals, policies, and procedures to the public via telephone or in person.
7. Accompanies higher level specialists to schools and community meetings in making presentations on native wildlife and plant protection.
8. Learns to perform duties of the next higher level.

NATURAL RESOURCES MANAGEMENT SPECIALIST III
(NATURAL RESCS MGMT SPCLT III)

5.073

Class Distinguishers

Complexity: This is the first independent worker level in professional natural resources management work. Positions are assigned projects of average difficulty and complexity, where problems encountered can usually be resolved by direct application of standard guides and procedures.

Supervisory Controls: Positions at this level are expected to select, apply, and adapt standard techniques and practices in carrying out natural area management projects. Work is performed under general supervision for most assignments, while closer supervision is given on the more complex projects. Potential and actual sources of controversy are typically discussed with the supervisor. Work is reviewed regularly for professional approach and management goals and objectives accomplishment.

Personal Contacts: Positions at this level are allowed to establish and determine the extent of the contact necessary for the completion of their projects and activities. Contacts are with other natural resource management professionals, private landowners, representatives of special interest groups, other government agencies, organizations, and the public.

Examples of Duties *(Positions may not necessarily be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Independently plans and implements natural area management projects of moderate complexity, which follow standard program guidelines and conform to the program goals and operating procedures.
2. Prepares accomplishment reports and documents of natural area management project activities following program guidelines and standards.
3. Plans and, upon approval of a higher-level specialist, carries out wildlife and plant surveys to determine the distribution and abundance of native and non-native wildlife and plants.
4. Analyze the condition of assigned natural areas and submit a report to a higher-level specialist for review.
5. Discusses with a higher-level specialist future management projects required based on the condition of natural areas.
6. Investigate the development and utilization of forest land/resources in conservation districts and make recommendations to a higher-level specialist regarding adverse impacts.
7. Gives talks and demonstrations on natural ecosystems, natural area management activities and other related subjects to youth organizations, service clubs, schools, other government agencies and civic groups.
8. Provides consultation to lower-level specialists on physiology and ecology of plants and animals found in Hawaii.
9. In addition, may perform work described at the lower levels.

NATURAL RESOURCES MANAGEMENT SPECIALIST IV
(NATURAL RESCS MGMT SPCLT IV)

5.074

Class Distinguishers

Complexity: Assignments are performed independently and encompass the full range of activities involving the management of natural areas. The scope of responsibility includes the planning, coordinating, implementing, and evaluating of assigned projects which may involve entire natural areas, or may focus on specific

portions of an area. Typical activities include monitoring and managing natural areas, providing consultation to other professionals regarding natural resources management and planning activities, and providing information and education to groups, individuals, and others regarding natural area management activities, goals, and objectives.

Supervisory Controls: Work assignments specify the scope and objectives but usually do not specify the methods and techniques to be used. Supervision is general, with advice provided as requested on new policies and procedures and in unprecedented or unusual circumstances. Work is reviewed on a spot-check basis for professional approach and accomplishment of management goals and objectives.

Personal Contacts: Positions at this level are expected to establish and maintain effective working relationships with other professionals, landowners, special interest groups, representatives of other agencies and jurisdictions and the general public for such purposes as negotiating access to natural areas through private lands, coordination of activities for natural area management projects, monitoring and evaluating research activities and studies conducted within natural areas, and dissemination of program and project information.

Examples of Duties *(Positions may not necessarily be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Independently plans, coordinates, and implements the full range of natural area management activities in developing and maintaining assigned natural areas.
2. Plans, coordinates, and directs wildlife and plant surveys to determine distribution and abundance of native and nonnative wildlife and plants, and overall condition of assigned natural areas.
3. Evaluates information gathered from censuses, surveys, and studies to determine effectiveness of natural area management activities.
4. Recommends changes to natural area management plans based on analysis of information gathered on conditions in assigned areas.
5. Prepares specifications and required documents for the contracting of fencing jobs and inspects all work to ensure that contract specifications are met.
6. Plans, organizes, and coordinates natural area work projects performed by volunteers and by cooperating agencies.
7. Negotiates with private landowners for access through private lands to conduct natural area management activities.

8. Reviews and provides comments and recommendations on applications for permits to conduct studies or other activities within assigned natural areas.
9. Informs and educates the community members and groups on natural area management activities at meetings, workshops, etc.
10. May perform work described at the lower levels.

NATURAL RESOURCES MANAGEMENT SPECIALIST V
(NATURAL RESCS MGMT SPCLT V)

5.075

Class Distinguishers

Complexity: Positions in this class are of two general types:

Type A: Positions are responsible for a district native ecosystem protection and management program including the overall planning, development, and implementation of projects (*e.g.*, protection of native ecosystems, conduct of censuses and surveys, and monitoring and evaluation of natural area management activities) in accordance with the branch's goals and objectives. They are responsible for preparing operating budgets, determining program priorities, and developing policies and procedures for the district native ecosystem protection and management program. They represent the native ecosystem protection and management program at community activities and events, branch and program meetings, and program planning activities, and are responsible for promoting the program throughout the district community to generate support for the program's activities, goals, and objectives. Positions may also direct the work of lower-level specialists and technical personnel in conducting natural area management projects and related activities.

Type B: A position responsible for providing program support services to the districts, and staff support to the administration program manager and/or the division administrator. Assignments involve the development and recommendation of broad policies and standards for statewide native ecosystem protection and management; coordination between the districts for statewide projects or events; conducting administrative and technical support and providing consultation to the district personnel on the technical aspects of the native ecosystem protection and management program.

Supervisory Controls: Basic policies and program objectives are available, but the scope of assignments is structured only on a general basis. Completed work is reviewed for adequacy in meeting program objectives and for compliance with established policies and procedures. Little or no technical guidance is provided except on critical or controversial issues.

Personal Contacts: Contacts are broad and varied in purpose and include representatives of county, state, and federal agencies, special interest groups,

commissions, private organizations, landowners, and the public. The purpose of these contacts is to coordinate related projects and activities, facilitate the resolution of conflicts and/or problems in a manner that is favorable to the program, negotiate controversial issues for adequate resolution, provide training, and to explain and promote the program to generate support and understanding of program goals and objectives.

Examples of Duties *(Positions may not necessarily be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans and implements natural area management activities and projects.
2. Plans, develops, and implements operational policies and procedures for natural area reserves, and other natural areas as assigned.
3. Prepares and justifies operating budget requests for the district Native Ecosystem Protection and Management program.
4. Plans and directs the development and implementation of a monitoring system for reserve areas to evaluate management activities.
5. Plans, coordinates, develops, and implements a volunteer program to provide a supplemental labor force for accomplishing work projects.
6. Plans, coordinates, develops, and implements natural area reserve and native ecosystem information and education programs to generate support and understanding of program goals and objectives.
7. Provides technical consultation and advice to other resource professionals on natural area management techniques and other resource management matters.
8. Represents the Native Ecosystem Protection and Management program at meetings, planning activities, and community events.
9. Coordinates the efforts of and effectively works with foresters, biologists, botanists, archaeologists, and other specialists in the successful management of natural area reserves and other natural areas.
10. Speaks before groups, organizations, and the general-public to promote the Native Ecosystem Protection and Management program.
11. Collaborates with other government agencies and private organizations, such as the National Park Service and the Nature Conservancy, on matters of mutual

concern, including native flora and fauna identification and location, and native forest ecosystem protection.

12. Supervises/directs lower-level Natural Resources Management Specialists and/or technical support personnel as necessary.
13. In addition, may perform work described at the lower levels.

KNOWLEDGE AND ABILITIES REQUIRED (*The knowledge and abilities required in order to effectively perform the key duties for each of these classes are indicated in the following table. The degree of each knowledge and ability required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in each class.*)

“P” indicates prerequisite knowledge and abilities that must be brought to the job. “A” indicates knowledge and abilities that are required for full performance but may be acquired on the job within the probationary period.

KNOWLEDGE OF:		NRM SPCLT			
		II	III	IV	V
1.	Laws, rules, policies, and procedures pertinent to the State's Native Ecosystem Protection and Management program and other protected areas.	A	P	P	P
2.	Identification, physiology, phenology and ecology of plants and animals found in Hawaii, both native and introduced, including threatened and endangered species.	A	P	P	P
3.	Principles, practices, concepts, methods, and techniques of natural resources management and protection.	P	P	P	P
4.	Basic plant and/or animal physiology and ecology.	P	P	P	P
5.	Basic statistical methods and procedures and research methodology used in the conservation and management of natural area ecosystems.	P	P	P	P
6.	Other government and private agencies involved in related natural resource management activities.	N/A	A	P	P
7.	Public relations.	N/A	N/A	P	P

ABILITY TO:		NRM SPCLT			
		II	III	IV	V
1.	Understand, interpret, and apply laws, rules, regulations, policies, and procedures pertaining to the State's Native Ecosystem Protection and Management program and other protected area programs.	P	P	P	P
2.	Communicate clearly and effectively, both orally and in	P	P	P	P

		NRM SPCLT			
ABILITY TO:		II	III	IV	V
	writing.				
3.	Prepare written reports and correspondence.	P	P	P	P
4.	Develop and implement natural resources management plans.	A	P	P	P
5.	Plan, coordinate, and evaluate program projects and activities.	A	P	P	P
6.	Effectively promote the Native Ecosystem Protection and Management and related protection programs to agencies, organizations, members of the public, and others.	A	P	P	P
7.	Provide technical advice and assistance to resource professionals and private landowners.	N/A	A	P	P
8.	Plan and establish priorities for a district native ecosystem protection and management program.	N/A	N/A	N/A	A
9.	Prepare and justify an operating budget for a district native ecosystem protection and management program.	N/A	N/A	N/A	A

MINIMUM QUALIFICATION REQUIREMENTS

Basic Education Requirement

Bachelor's degree from an accredited four (4) year college or university with a major in a natural resources field, such as:

1. Natural resources management, forestry, wildlife management, or other related resource management majors.
2. Botany, zoology, wildlife biology, entomology, or other related natural resource science majors.
3. Environmental studies with an area of concentration related to natural resource management.

Excess work experience as described under Experience Requirements below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree in the above majors may be substituted for the education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level, and quality as to assure the possession of comparable knowledge, skills, and abilities.

Examples of qualifying excess work experience include recommending changes to natural areas management plans based on analysis of information gathered on conditions in assigned areas, taking into consideration resources management

principles and practices; propagating and caring for various plant and wildlife species including the treatment of plant and wildlife species for disease and injury based on knowledge of animal and plant physiology, phenology and ecology; native wildlife and plant protection and enhancement through non-native plant and animal control work including use of herbicides, fencing, trapping and use of other approved removal methods; conducting plant and wildlife studies in accordance with standard methods which include laying out research transects, taking measurements, and recording data and observations; evaluating information gathered from censuses, surveys, and studies to determine effectiveness of natural area management activities; reviewing Conservation District Use Applications, Environmental Assessments, and research, assessing their impacts to Natural Area Reserves and other lands; planning, organizing, and coordinating natural area work projects performed by volunteers and cooperating agencies; and performing human impact control activities using a combination of signage, public outreach, monitoring, and surveying.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents, read and interpret complex written material, and solve complex problems logically and systematically.

Experience Requirements

Applicants must have progressively responsible experience of the kind and quality described below and in the amounts shown on the following table or any equivalent amount of training and experience:

CLASS TITLE	SPECIALIZED EXPERIENCE (YEARS)	SUPERVISORY APTITUDE
Natural Resources Management Specialist II	0	0
Natural Resources Management Specialist III	1	0
Natural Resources Management Specialist IV	2	*
Natural Resources Management Specialist V	3	*

Specialized Experience: Progressively responsible professional experience involving any of the following:

1. Management, utilization and/or conservation of natural resources -- forests, water, wildlife, soils, land, rare species preservation, protected area management, or closely related work;
2. Protection of natural resources against fire, disease, insects, weeds, animals, or other depredations;
3. Applied research and analysis directly applicable to the development, protection, and management of natural resources; or

4. Resource planning for the development and management of natural resources.

For the IV level, at least one (1) year of the Specialized Experience must have been comparable in scope and complexity to the class Natural Resources Management Specialist III in the State service.

For the V level, at least one (1) year of the Specialized Experience must have been comparable in scope and complexity to the class Natural Resources Management Specialist IV in the State service.

*Supervisory Aptitude: For some positions in the Natural Resources Management Specialist series, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

1. A master's degree from an accredited college or university with a major or specialization in natural resources, such as natural area management, forest management or conservation, wildlife management or conservation, or closely related field may be substituted for one (1) year of the Specialized Experience.
2. A Ph.D. degree from an accredited college or university with a major or specialization in natural resources, such as natural area management, forest management or conservation, wildlife management or conservation or closely related field may be substituted for two (2) years of the Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she can perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills, and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be

established, and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the class specifications for the NATURAL RESOURCES MANAGEMENT SPECIALIST II, III, IV and V, which were approved on May 26, 2021.

DATE APPROVED: 2/2/2024

Darcie Mayeshiro

for BRENN A. HASHIMOTO, Director
Department of Human Resources Development