

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.959
	STATE OF HAWAII	2.960
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Class Specifications  
for the

EDUCATION SPECIALIST (AQUATIC RESOURCES) SERIES

**Series Definition:** Positions in this series perform and/or supervise the performance of work in developing and/or conducting informational and educational programs and activities for preserving and enhancing aquatic resources in accordance with U.S. Fish and Wildlife Service guidelines and requirements. Aquatic resources include native and other resident marine and freshwater fish and aquatic species, and their habitats; coral; seaweed; and other sea life. Programs and activities also address such matters as water quality, aquatic ecology, fishery management laws and rules, fish and other aquatic resources identification, resource ethics and responsibilities, competing water uses, and aquatic safety in relation to fishing activities. The objectives of such programs and activities are to:

- 1) promote public awareness of aquatic resources management and protection efforts;
- 2) educate aquatic resources users on Hawaii's fishing rules and regulations, methods, gear, and environmental and conservation concerns related to aquatic resources and sport fishing; and
- 3) emphasize conservation ethics among the sport fishing public and other aquatic resources users.

The work involves researching and collecting information on aquatic resources and fishing; preparing and disseminating informational materials; conducting informational/educational sessions and workshops for various community groups and organizations, and coordination and liaison work with federal, State, local government, and other state agencies and interested organizations, the fishing public and other users of aquatic resources.

Positions in this series require knowledge of basic educational or training methods and techniques; aquatic resources management and conservation principles and practices, including State fishing rules and regulations; important recreational and commercial fish species of the State and Pacific area; fishing methods and types of gear; fishing safety and ethical practices; and the ability to conduct informational and educational activities; prepare and present informational and educational materials; speak effectively before others; establish and maintain effective and cooperative relationships with others; and dive using self-contained underwater breathing apparatus (SCUBA).

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

1. the complexity of work assignments in terms of nature, scope and complexity of assignments; scope and level of responsibility; and
2. the nature and extent of supervisory control exercised over the work performed which limit the scope of work and the nature and finality of recommendations and/or decisions.

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This is the first specification for the new classes  
EDUCATION SPECIALIST (AQUATIC RESOURCES) [EDN SPCLT (AQUATIC  
RESCS)] III, IV AND V.

Effective Date: 8/1/94

DATE APPROVED: 10/5/98

/s/ James H. Takushi

JAMES H. TAKUSHI

Director of Human Resources Development

EDUCATION SPECIALIST (AQUATIC RESOURCES) III                      2.959  
[EDN SPCLT (AQUATIC RESCS) III]

**Class Distinguishers:**

Complexity: This class reflects the independent worker level in this series. Work assignments encompass problems of average difficulty and complexity requiring the application of fundamental principles, techniques, standards and guides of the aquatic resources educational and informational specialty. The work involves conducting aquatic resources informational and educational activities and includes preparing and presenting information to various sport fishing and community groups, and individuals, of all ages about: 1) aquatic life forms in Hawaii, how to identify them, and their biological requirements and habitat characteristics; 2) Hawaii's fishing rules and regulations; 3) conservation ethics and responsible use of

aquatic resources and habitats; 4) effective recreational fishing methods; and 5) fishing safety practices. Positions in this class also assist Aquatic Biologists in the conduct of aquatic resource surveys, and serve as liaison between the State's aquatic resources programs and the public.

Personal Contacts: Public contacts are extensive and include dealing with various community, sport fishing and conservation groups, organizations, businesses, educational institutions, and the general public who have an interest in aquatic resources information.

Supervision Received: Positions in this class work under the general supervision of a higher level specialist responsible for developing, coordinating, directing and executing an aquatic resources education program. The work of positions at this level is reviewed for soundness and completeness, and technical guidance is provided on assignments involving difficult and unusual matters.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Basic education or training methods and techniques; aquatic resources management and conservation principles and practices, including State fishing rules and regulations; important recreational and commercial fish species of the State and Pacific area; fishing methods and types of fishing gear; aquatic and fishing safety and ethical practices; aquatic resources program informational and educational goals, objectives, policies and procedures; laws, rules, regulations and functions of federal, State and county government agencies with regard to aquatic resources management; aquatic resources survey techniques; diving tables; diving safety practices and procedures; first aid practices; cardiopulmonary resuscitation practices and procedures; and research methods and techniques, problem solving and report writing.

Ability to: Conduct informational and educational program activities, and prepare required materials according to program goals, objectives, policies and procedures; write clearly and effectively in preparing such materials as staff reports, bulletins, brochures, flyers, newspaper articles, posters, etc., for public distribution; speak effectively before groups and individuals; read, comprehend and interpret complex materials; solve problems logically and systematically; establish and

maintain effective and cooperative working relationships with others; deal effectively with the public, train, supervise and coordinate the work of volunteers; SCUBA dive; and render first aid and cardiopulmonary resuscitation, as necessary.

**Examples of Duties:** *(Positions may not 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. Conduct informational and educational activities for people of all ages about aquatic life forms in Hawaii, fishing rules and regulations, conservation ethics and responsible use of aquatic resources and habitats, effective sport fishing methods, and fishing safety practices.
2. Develop and adapt informational and educational materials to suit the needs of the local community.
3. Conduct surveys of recreational and commercial fisheries practices, analyze data and make recommendations to a higher level specialist on aquatic resources conservation concerns and educational and other needs.
4. Assist a staff Aquatic Biologist in conducting underwater field surveys (using self-contained underwater breathing apparatus) to quantitatively and qualitatively assess aquatic resources and habitats.
5. Prepare and distribute bulletins, brochures, flyers, articles, posters, etc.
6. Make presentations on aquatic resources activities, programs, rules and regulations, and other information to students, interested community groups, and individuals.
7. Train and recommend volunteers for conducting fishing classes and other aquatic resources educational activities.
8. Respond to inquiries from the public regarding aquatic resources and environmental conservation by providing appropriate information.

9. Develop and maintain files of training and informational materials.
10. Research scientific and professional aquatic resources management literature to keep abreast of current information, technology and practices.
11. Make observations and recommendations on the impact of proposed activities on aquatic life in Marine Life Conservation Districts.
12. Recommend legislative and administrative regulatory actions to a higher level specialist.
13. Assist a higher level specialist with scheduling public meetings and hearings and participating as a resource.
14. Meet with community and/or business groups who have an interest in aquatic resources to discuss concerns.
15. "Talk story" with the local fishermen to elicit information relating to the demographics of the fishing community, favorite fishing spots, the number and kinds of fish/other aquatic life being caught, fishing methods used, and concerns of the fishing community.
16. Respond to emergencies and render first aid and/or cardiopulmonary resuscitation, as necessary, during diving activities.
17. Supervise volunteers assisting with conducting educational and informational activities.

EDUCATION SPECIALIST (AQUATIC RESOURCES) IV      2.960  
[EDN SPCLT (AQUATIC RESCS) IV]

**Class Distinguishers:**

Complexity: This class reflects responsibility for the aquatic resources informational and educational program activities for an island district. The work involves identifying educational needs; consulting with school, community groups and organizations on problems and concerns involving aquatic resources; gathering and compiling data on aquatic resources and

fishing, analyzing information, and developing informational and educational activities; developing and testing informational and educational strategies and materials for statewide use; and selecting, training and evaluating volunteers to assist with informational and educational activities. Positions in this class also accompany Aquatic Biologists in conducting aquatic resources surveys, and serve as liaison between the State's aquatic resources informational and educational program and federal and State agencies, community leaders, the fishing public, and other aquatic resources users.

Personal Contacts: Extensive coordination and liaison is required with other federal, State, and local government agencies; educational institutions; various community groups; organizations; sport fishing groups; and the general public. Positions in this class may also represent the program in serving on local government boards, committees, etc.

Supervision Received: Work is performed independently under the general supervision of a higher level specialist, according to program goals, objectives, policies and procedures. Advice and guidance are provided on highly difficult or controversial issues.

Full Performance Knowledge and Abilities: (*Knowledge and abilities required for full performance in this class.*) In addition to the knowledge and abilities required at the next lower level:

Knowledge of: Aquatic resources issues and concerns unique to the assigned island district; and survey methods and techniques.

Ability to: Develop and conduct informational and educational program activities for an island district; develop and test various media programs for possible statewide use; develop, conduct and analyze information obtained from public surveys; conduct public informational meetings; and recommend legislative and administrative rule changes.

Examples of Duties: (*Positions may not 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. Develop and implement an informational and educational aquatic resources program for an assigned island district.
2. Conduct needs assessment and identify training needs and requirements.
3. Develop and test information and education strategies and materials, including course materials, media programs and printed materials, for statewide use.
4. Develop methods for obtaining and analyzing statistical information on resource use and public sentiment.
5. Conduct underwater field surveys with a staff Aquatic Biologist to collect aquatic and fishing information.
6. Analyze data obtained from field resource surveys and prepare written reports of findings, including recommendations for improvements to recreational and commercial fisheries.
7. Research and compile information such as historical background, current practices, biological aspects of species in question, etc., to effectively develop program activities and materials.
8. Review existing laws, rules and regulations; analyze information and opinions obtained from public contacts and recommend policy actions or legislation.
9. Advise staff biologists of public perception on developments and management of fishery resources and their environment.
10. Draft proposals to federal agencies for public use of areas under federal administration.
11. Conduct public meetings on aquatic resources matters.
12. Recruit, train and direct the activities of volunteer workers who assist with informational and educational activities.
13. Maintain liaison and coordination with the U.S. Fish and Wildlife Service and the National Marine Fisheries Service,

and other State and local government agencies, on aquatic resources environmental and conservation efforts.

14. Supervise clerical staff, fishery technicians, fishery aids, and other staff as necessary.

EDUCATION SPECIALIST (AQUATIC RESOURCES) V 2.961  
[EDN SPCLT (AQUATIC RESCS) V]

**Class Distinguishers:**

Complexity: This class reflects responsibility for planning, developing, implementing and coordinating a statewide aquatic resources informational and educational program to support efforts in aquatic resources restoration and management. The work involves coordinating aquatic resources informational and educational activities statewide; planning and developing a 5-year program plan in accordance with guidelines and requirements of the Federal Aid in Sport Fish Restoration Act; conducting statewide needs assessment; and evaluating issues requiring information exchange between the program and the public.

Supervision Exercised: Supervises lower level specialists who are responsible for planning and implementing aquatic resources informational and educational program activities for an assigned island district.

Personal Contacts: Extensive public contacts are required and include conferring with representatives of federal, State, and local government agencies; meeting with representatives of educational institutions in developing course curriculum; mediating controversial issues between opposing groups; and other contacts with legislative committees, news media, and special interest groups.

Supervision Received: Work is performed independently under the general supervision of the Aquatic Resources and Environmental Protection Branch chief who reviews work for applicability to administrative decisions.

Full Performance Knowledge and Abilities: (*Knowledge and abilities required for full performance in this class.*) In

addition to the knowledge and abilities required at the next lower level:

Knowledge of: Program planning and evaluation; guidelines and requirements of the Federal Aid in Sport Fish Restoration Act; current issues surrounding statewide aquatic resources conservation and protection efforts; legislative process; and principles and practices of supervision.

Ability to: Plan, develop, and implement a statewide informational and educational program; organize and direct the development of program plans and recommendations; mediate controversial issues between opposing groups; produce a wide variety of informational and educational materials for statewide distribution, including curriculum materials, video productions, public service announcements, posters and brochures; write clearly and effectively such materials as legislative testimonies, grant proposals, drafts of legislation and administrative rule changes, and reports of activities; and assign, review and evaluate the work of others.

**Examples of Duties:** *(The position may not 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 the position should not be based solely on the examples of duties performed.)*

1. Develop and implement a statewide informational and educational aquatic resources program, including the coordination of program activities of all island districts.
2. Plan and develop a 5-year aquatic resources plan; outline projects, costs, goals, objectives and procedures for fishing education, aquatic education, and public outreach; and prepare a 5-year plan grant proposal, and annual justification reports for allocation of funds.
3. Conduct needs assessment and identify and develop informational and educational needs and opportunities.
4. Devise new methods and techniques to be used for informational and educational activities.

5. Produce a variety of informational and educational materials for statewide distribution such as curriculum materials, public service announcements, broadcast quality videos, signs, brochures, etc.
6. Coordinate program activities with the U.S. Fish and Wildlife Service to support the Federal Aid in Sport Fish Restoration program, and with other State and local government agencies to assess statewide aquatic resources education needs.
7. Negotiate controversial issues between opposing groups to attain program goals and objectives and effective public relations.
8. Cooperate with other states in the development and operation of aquatic resources education programs and related interests.
9. Maintain a system of recruitment, selection, and training for volunteer instructors.
10. Draft appropriate administrative rule changes, legislation and testimony.
11. Advise line administrators and other fisheries staff personnel on technical and overall problems in disseminating aquatic resources information to the public.
12. Attend legislative and public hearings as resource person with division administrator.
13. Prepare and submit annual and monthly reports on program accomplishments to the U.S. Fish and Wildlife Service.
14. Assign, review and evaluate the work of lower level specialists for adherence to program policies, procedures, goals, and objectives.
15. Train and advise lower level specialists in conducting aquatic resources informational and educational program activities.