

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.964
	STATE OF HAWAII	2.965
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Class Specifications
for the:

EDUCATION SPECIALIST (HUNTER & CONSERVATION RESOURCES) SERIES
[EDN SP (HNTR&CONSVTN RESCS)]

Series Definition: Positions in the series perform and/or supervise the performance of work in developing, implementing, and/or maintaining and evaluating the statewide Hunter Education Program. Program activities involve conducting mandated certification courses and/or informational and educational activities designed to educate the public in becoming conservation-minded and safety-conscious users of the State's wildlife resources. Basic and advanced certification courses are conducted statewide by volunteer instructors, and include, but are not limited to, outdoor and firearms safety, sportsmanship and outdoor ethics, first aid and survival, wildlife identification, game care and conservation of wildlife resources. The courses must comply with State laws, federal U.S. Fish and Wildlife regulations and reporting requirements, international reciprocity agreements, and International Hunter Education Association requirements. Positions also conduct informational and educational events for various community groups, organizations, schools and other groups with interests in outdoor recreation and/or wildlife conservation.

Level Distinctions:

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

1. the complexity of work assignments in terms of nature, scope and complexity of assignments; scope and level of responsibility;
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; and
3. the breadth of knowledge and abilities needed to develop and implement program operations, conduct informational and educational activities and other program functions.

This is the first class specification for the new EDUCATION SPECIALIST (HUNTER & CONSERVATION RESOURCES) [EDN SP (HNTR&CONSVTN RESCS)] series.

Effective Date: 6/1/00

DATE APPROVED: 10/29/01

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Director of Human Resources Development

EDUCATION SPECIALIST (HUNTER & CONSERVATION RESOURCES) III 2.964
[EDN SP (HNTR&CONSVTN RESCS) III]

Class Distinguishers:

Complexity: The class is the independent worker responsible for conducting and/or coordinating the various hunter education program activities. The work involves coordinating and conducting hunter education certification classes; providing support to volunteer instructors and resolving classroom problems; developing & presenting promotional and informational activities concerning hunter education, outdoor recreation, safety and related information as assigned by a higher level specialist; preparing informational and educational materials to promote the hunter education program; participating in the development of mandated certification courses; and performing other hunter education related program activities as assigned.

Personal Contacts: Personal contacts are with volunteer instructors to coordinate and conduct hunter education courses and provide technical support and consultation on classroom problems. There is also coordination with educational institutions, various community groups, hunting and outdoor recreation organizations and the general public to develop and conduct informational and educational activities and to promote the program.

Supervision Received: Work is performed independently under the general supervision of the program coordinator or a higher level specialist, according to program goals, objectives, policies and procedures. Technical guidance is provided on difficult or unusual matters. Work is reviewed for soundness and completeness, and conformance to program goals, objectives, policies and procedures.

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

Knowledge of: Applicable Hawaii hunting and firearm laws, rules, regulations, policies and standards; program policies and procedures, goals and objectives; volunteer management; education and instruction methods and techniques; various techniques and philosophies of sport hunting and shooting activities; different types of shooting or shooting styles; basic hunting practices, firearm/archery equipment operation and safety, hunter education resource management and conservation principles; and public speaking.

Ability to: Plan, develop, coordinate, and/or implement the specific hunter education courses and/or related program activities of the statewide Hunter Education Program; provide technical support to volunteers; speak effectively to individuals, instructor groups and before the general public; deal tactfully and effectively with others; establish and maintain effective working relationships with volunteer instructors, community organizations, and the general public; effectively promote the Hunter Education program; maintain automated data and generate program information from various sources.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Coordinate and implement specific Hunter Education Program activities as assigned by a higher level specialist.
2. Provide support to volunteer instructors regarding the interpretation of program policies and procedures, and goals and objectives.
3. Resolve classroom problems as received from the volunteer instructors.
4. Perform duties as a substitute instructor as needed.
5. Participate in the screening of new volunteer instructor applications.
6. Develop and contribute informational articles for the volunteer instructor newsletter.
7. Conduct informational activities to advertise and promote the Hunter Education program.

8. Give talks and participate in various public, community, and organizational functions.
9. Participate in the development of mandated certification courses.
10. Prepare various materials for use by various media.
11. Prepare periodic statistical, progress, and other reports as needed.

EDUCATION SPECIALIST (HUNTER & CONSERVATION RESOURCES) IV 2.965
[EDN SP (HNTR&CONSVTN RESCS) IV]

Class Distinguishers:

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

Type A: Positions are responsible for implementing the Hunter Education Program within assigned geographical area(s). The work involves recruiting, selecting, and supervising volunteer instructors, evaluating instructor performance, providing support to improve teaching effectiveness, resolving classroom problems, ensuring that instructors are properly certified to teach and providing for in-service training as necessary. The positions are also responsible for representing and promoting the program within their assigned geographical area. The work involves liaison with school, community groups and organizations to determine their needs and concerns, and developing and presenting promotional and informational activities concerning hunter education, outdoor recreation, safety and related information.

Type B: A position responsible for providing support services to the districts and staff support to the program coordinator. Assignments involve developing, planning, designing, and implementing a series of advanced hunter education certification and related outdoor recreation courses for the general public, and training courses for volunteer instructors; developing, revising, and recommending program policies and procedures including the volunteer policy manual; and planning and coordinating statewide events and activities between the districts.

Personal Contacts:

Type A: Personal contacts are with volunteer instructors to provide technical support, evaluation of teaching effectiveness, coordination for on-going instructor certification and training, and consultation on classroom problems. There is also extensive coordination and liaison with educational institutions, various community groups, hunting and outdoor recreation organizations and the general public to develop and provide informational and educational activities and to promote the program.

Type B: Personal contacts involve meeting with national and international hunter education organizations, local and State agencies to develop course curricula; liaison with educational institutions, community groups, hunting and outdoor recreation organizations and the general public to assess needs and interests, develop and coordinate statewide hunter education and related outdoor recreation outreach and promotional activities.

Supervision Received: Work is performed independently under the general supervision of the program coordinator, in accordance with program goals, objectives, policies and procedures. The positions are expected to regularly inform the supervisor on the status of program activities and projects. Advice and guidance are provided on highly controversial issues or significant changes to program/project objectives. Work is reviewed for conformance to program goals, objectives, policies and procedures.

Supervision Exercised: Type A positions in this class supervise volunteer instructors in the provision of a variety of wildlife conservation, hunting, and related outdoor recreation and safety classes to the general public.

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

Knowledge of: Applicable Hawaii hunting and firearm laws, rules, regulations, policies and standards; program policies and procedures, goals and objectives; volunteer management and motivation techniques; education and instruction methods and techniques; learning/teaching theory and curriculum design; various techniques and philosophies of sport hunting and shooting activities; different types of shooting or shooting styles; basic hunting practices, firearm/archery equipment operation and safety, hunter education resource management and conservation principles; principles of human behavior; and public speaking.

Ability to: Plan, maintain, coordinate, and implement the daily operations, and related program activities of a statewide Hunter Education Program within assigned geographic area(s); develop and implement various hunter education courses and practical coursework curricula; provide technical and administrative leadership to volunteers; evaluate personnel and program activity and recommend improvements; speak effectively to individuals, instructor groups and before the general public; deal tactfully and effectively with others; establish and maintain effective working relationships with volunteer instructors, community organizations, and the general public; effectively promote the Hunter Education program; resolve technical and philosophical program problems; and maintain automated data and generate program information from various sources/data.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Implement the Hunter Education Program for assigned geographic area(s).
2. Provide support to volunteer instructors regarding the interpretation of program policies and procedures, and goals and objectives.
3. Resolve classroom problems as received from the volunteer instructors, general public, and/or students.
4. Perform duties as a substitute instructor as needed.
5. Screen and request background check for each new volunteer instructor application.
6. Develop and maintain a service recognition and awards program to recognize contributions and performance by volunteer instructors.
7. Maintain regular contact with instructional staff by phone, meetings, and written communications.
8. Develop and regularly issue a newsletter to instructors to communicate program policies, teaching tips, instructor recognition, plans and directions, updates on Hunter Education activities elsewhere, and information to keep instructors abreast and involved.

9. Implement promotional programs and informational activities to advertise and promote program
10. Give talks and participate in various public, community, and organizational functions.
11. Participate in the development of an overall marketing strategy.
12. Prepare various materials for use by various media.
13. Prepare periodic statistical, progress, and other reports as needed.
14. Participate in the identification, acquisition, development, and contract negotiations for the development of target range resources and facilities.
15. Provide support to specialists responsible for the day-to-day operations of the Hunter Education Program within a large geographic area(s).
16. Plan, design, implement and coordinate advanced hunter education certification, related hunter education and other outdoor recreation and wildlife conservation courses.
17. Plan, design, implement and coordinate training courses for volunteer instructors.
18. Provide staff support to the Hunter Education Program Coordinator by assisting in projects for program expansion and promotion.
19. Plan, develop and coordinate outreach projects and activities based on assessment of community needs and interests.
20. Develop and implement statewide hunter education events and activities involving the general public, local and national sporting organizations and government agencies.
21. Develop and recommend new, and revisions to existing, program policies and procedures.
22. Maintain and revise the volunteer policy manual.
23. Develop alternative delivery methods for the basic certification program that will allow increased exposure to the non-hunting public.

EDUCATION SPECIALIST (HUNTER & CONSERVATION RESOURCES) V 2.966
[EDN SP (HNTR&CONSVTN RESCS) V]

Class Distinguishers:

Complexity: This class is responsible for planning, developing, implementing, coordinating and evaluating a statewide Hunter Education Program through subordinate specialists who implement program operational activities through volunteer instructors. The work involves supervising the implementation of hunter education certification courses, and other informational and educational activities and events statewide; planning and developing five-year program plans and annual requests for program grants to the U.S. Fish and Wildlife Service; planning, developing and implementing program plans, projects and activities such as a statewide range development program to establish shooting and program facilities on each island; planning and developing avenues for community and consumer awareness of the program's activities, goals and objectives.

Personal Contacts: Personal contacts are extensive and involve liaison with representatives of federal, State, and local government agencies; meeting with private groups and organizations to develop third-party maintenance and management contracts for educational and shooting facilities; and with legislative committees, news media, the public, and special interest groups to further public relations and promotion of the program.

Supervision Exercised: Supervises lower level specialists who are responsible for implementing hunter education informational and educational program activities for an assigned district through volunteer instructors and/or who provide program support services to line operations and participate in program development and planning activities.

Supervision Received: Work is performed independently under the general supervision of the Conservation and Resources Enforcement Administrator who is informed of significant changes such as changes in program priorities. Work is reviewed only when program actions may require departmental approval and/or legislative action.

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 lower level:

Knowledge of: Hawaii's historic cultural and economic factors of hunting and their impact on hunter education; methods and techniques of developing and implementing classroom and practical coursework curricula; principles and practices of sound management and supervision; program planning and evaluation; State and federal fiscal policies and regulations; the Pittman-Robertson Federal Aid in Wildlife Restoration Tax Act; Americans with Disabilities Act and accessibility requirements; legislative process; construction and design requirements of a shooting facility to ensure the utmost safety; different variables affecting shooting facilities; and public relations and program marketing.

Ability to: Plan, develop, administer, implement and evaluate a statewide hunter education program through subordinate specialists, and develop volunteers into effective components of the program; develop criteria, analyze data for program evaluation and draw sound conclusions; and assign, review and evaluate the work of others.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Plan and develop a statewide hunter education program and implement program operational activities through subordinate specialists assigned to island districts.
2. Develop and update five-year program plans and annual requests for program grants to the U.S. Fish and Wildlife Service.
3. Develop and evaluate long- and short-range program philosophy, goals and objectives.
4. Develop program data/record keeping systems and evaluation criteria for reporting and program evaluation purposes.
5. Develop program budget, expenditure plans and accounting, and fiscal reporting requirements.
6. Supervise the recruitment of volunteer instructors and the development of instructor in-service training and certification activities.
7. Supervise the development of program curricula and student certification activities.

8. Coordinate and implement a program of hunter education courses and certification procedures into existing educational systems such as public/private schools and sporting and conservation organizations.
9. Develop and implement a statewide range development program to establish shooting and program facilities on each island which includes community needs assessment, site evaluation, land acquisition, facility planning and construction, consultant selection and contract development and monitoring, development of three-party range maintenance and operations contract agreements, development and coordination of government and sporting organization work agreements, development of funding sources, preparation of program justification and costs/benefits, and fiscal management of federal/State project funds.
10. Serve as departmental and/or State representative on Hunter Education Program matters at legislative hearings, professional meetings, special events, promotions, media events, international, national and State conferences, program audit reviews, and public association meetings.
11. Assign, review, and evaluate the work of lower level specialists and volunteers for adherence to program policies and procedures, rules and standards, goals and objectives.
12. Interpret existing and proposed changes to laws relating to program activities.
13. Train and advise subordinate specialists and volunteers in conducting program activities.
14. Plan, develop, and implement multi-agency grant agreements and/or capital improvement projects (CIP) that may involve federal, State, county and private funds.