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| PART I | DEPARTMENT OF PERSONNEL SERVICES | 5.052 |
| | STATE OF HAWAII | 5.053 |
| | | 5.054 |
| | Class Specification | 5.055 |
| | for the Class: | 5.056 |

WILDLIFE BIOLOGIST SERIES

This series includes all classes of positions, the duties of which are to supervise and/or perform work in the management, conservation, development and protection of wildlife resources and in related scientific research. Professional knowledge and competence in the science of wildlife conservation and management are required.

The State's wildlife program is concerned with the conservation, development and management of the wildlife resources of the State on a sound basis so that maximum sustained benefits will accrue to the people of the State. The broad objectives and functions of the program are to obtain information through research, surveys and inventories on the life history, ecology, and the range and habitat requirements of the species in Hawaii in order to regulate the hunting and other environmental factors affecting the various game and non-game species so as to maintain the maximum or optimum populations compatible with the carrying capacity of the ranges. This includes the evaluation of habitats and the wildlife resources thereon or potentially supportable; discovery and interpretation of principles and facts upon which the management of the wildlife resources rests and the development of new improved methods, practices, techniques and instruments necessary to perform such work.

The program consists of three distinct geographic districts (Hawaii; Maui, including Molokai and Lanai; and Oahu-Kauai) each under the direction of a professional wildlife biologist. In addition, there are specialized program areas of technical responsibilities assigned to biologists as staff specialists and project leaders.

While the specifics of the wildlife program vary according to the characteristics of the particular geographical or program area, the levels of wildlife biologist positions are found to be characterized essentially by the same factors. In this series, the elements common to such positions are grouped into the following major factors:

A. Nature and Scope of Assignment

This factor deals with the scope, complexity, and impact of the assignment. It includes (1) the organizational scope of the position, in terms of the degree of program responsibility, (2) the planning, execution, coordination and policy development duties and responsibilities in the assignment; (3) managerial and supervisory responsibilities; and (4) the pace and intensity of management.

B. Level of Responsibility

This factor includes (1) the manner in which assignments are received; (2) supervisory controls; (3) nature and scope of decisions and judgments; and (4) the nature and impact of available guidelines.

C. Personal Work Relationships

This factor is measured in terms of the nature and purpose of contacts with those other than the supervisor, and the frequency and difficulties encountered.

This is an amendment to the class specification for the classes Wildlife Biologist II, III and IV approved on December 31, 1968 and Wildlife Biologist V and VI approved on August 9, 1979 due to incorporation of managerial levels in EMCP in accordance with Act 254, SLH 1980.

DATE APPROVED: 11/8/82 /s/ Clement L. Kamalu
for DONALD BOTELHO
Director of Personnel Services

WILDLIFE BIOLOGIST II

5.052

Duties Summary:

As an advanced trainee, assists in the conduct of wildlife research, development and management work; receives training in the more advanced skills, techniques and procedures to supplement academic training; and performs other related duties as assigned.

Distinguishing Characteristics:

1. Nature and Scope of Assignments:

This class is the advanced trainee level through which the trainee advances as part of his progression to full performance as an independent worker. Assignments characteristically involve assisting in professional wildlife projects for which wildlife biologists of a higher level have overall responsibility. Assignments are screened to eliminate difficult or unusual problems. Complex

assignments may be selected to progressively develop the employee for work at the next higher level.

2. Level of Responsibility:

Positions at this level function under close supervision. Assignments are specific as to purpose and scope of the work and problems to be anticipated. Direct supervision is not received on those aspects of the assignment for which specific guidelines and procedures exist. Completed work is reviewed for adherence to instructions and technical accuracy.

3. Personal Work Relationships:

At this level personal contacts outside the supervisory chain are incidental to the technical wildlife work performed. Where contacts with private landowners, hunters and the general public occur, they are made within the explicit framework of instructions provided by higher level biologists.

Examples of Duties:

Assists in the conduct of bird and mammal studies according to established research procedures and techniques; searches for and counts bird nests in an assigned area; records location of nests and plots distribution in relation to food plants; counts total number of birds hatched, number per brood, species, sex and age; determines fate of destroyed nests; occasionally performs laboratory work to determine stomach content; makes inventories of game bird and mammal populations in an assigned area; records number, sex, species, locality, distribution, habitat, flushing distances, apparent condition of animals and range; traps and bands birds and records pertinent data concerning each; releases banded birds for migratory studies or cares for birds to be transplanted; issues hunting permits and informs hunters of regulations; records sex, age, weight and apparent condition of game taken by hunters and questions hunters concerning location of kill, hours hunted, use of dogs and other factors; may check on progress of development projects or construction and maintenance work and reports findings to the supervisor; may act as deputy fish and game warden and patrol hunting grounds; submits reports and tabulates data.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of wildlife management; the techniques used in making field investigations into the life history, habitats and natural requirements of wildlife; field research methods pertaining to the study of wildlife; identification of bird and mammal species; techniques of trapping, banding and releasing birds; animal census taking.

Ability to: Collect data on wildlife and habitat conditions; conduct bird and mammal surveys; prepare clear and concise reports; work in remote areas.

WILDLIFE BIOLOGIST III

5.053

Duties Summary:

Independently performs a limited range of professional wildlife research, development or management assignments; plans census and surveys of game species; collects, compiles and analyzes hunter use and kill data; independently conducts smaller wildlife research, development and management projects; may direct the work of lower-level professional and non-professional wildlife workers; and performs other related duties as assigned.

Distinguishing Characteristics:

1. Nature and Scope of Assignments:

This class is the first level of independent worker in the professional wildlife work. Work assignments encompass problems of average difficulty and complexity, but do not reflect the full range of professional responsibility. Work is characterized by the analysis and evaluation of conditions, characteristics, values and relationships of wildlife resources.

2. Level of Responsibility:

Scope of the assignment, immediate objectives, and the nature of the end-product expected are specified by the supervisor. Position at this level is expected to select, apply, and adapt standard techniques and practices in carrying out the assignment. Potential and actual sources of controversy are typically discussed with the supervisor. Work plans may be reviewed prior to initiation.

Completed work is reviewed for general adequacy, correlation with the various related activities in the wildlife area, and accomplishment of objectives.

3. Personal Work Relationships:

Where personal contacts with other professional wildlife biologists, private landowners, hunters, and the general public are an integral part of the assignment, position at this level is allowed to establish and determine the extent of the contact.

Examples of Duties:

As an independent worker or team leader plans and carries out systematic wildlife resource surveys and inventories; develops plans for wildlife resource development; collects, compiles and analyzes hunter use and kill data; assists in the conduct of hunting seasons including preparation of drafts of proposed regulations; meets frequently with sportsmen's groups, conservation and other clubs, schools, and individuals in order to discuss wildlife activities and projects.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, must have knowledge of the biological, social and economic considerations, of the wildlife area and resource activities; and a wide range of standard wildlife methods, techniques and precedents. Must also have the ability to meet and deal effectively with the general public, hunters and private landowners.

WILDLIFE BIOLOGIST IV

5.054

Duties Summary:

Independently performs the full range of wildlife research development and management activities; directs the work of lower- level professional and non-professional wildlife workers; and performs other related duties as assigned.

Distinguishing Characteristics:

1. Nature and Scope of Assignments:

This class represents the fully operating professional level. Assignments consist of diverse, complex technical problems. Typical assignments often require consideration of and selection from several alternative approaches or methods of solving problems and may require adaptation of guides and criteria.

Assignments typically involve the research, development, maintenance and implementation of management programs to provide for the conservation and increase of game and non-game wildlife resources of the State.

2. Level of Responsibility:

Work assignments specify scope and objectives, but usually do not specify methods and techniques. Supervision received consists of advice on new policies and procedures and on complex problems where there is no precedence or where documented literature on the subject matter is sparse.

Completed work is reviewed on a spot-check basis for professional approach and for accomplishment of broad program objectives.

3. Personal Work Relationships:

Contacts at this level require depth of knowledge as well as communication skill. Contacts are made with organized groups, school pupils, public gatherings and individuals for such purposes as disseminating general information on wildlife conservation or wildlife branch activities, serving as a resource person on wildlife matters, or replying to oral or written inquiries on wildlife, hunting and related subjects.

Examples of Duties:

Plans, conducts and instructs others in the conduct of bird and mammal research; identifies, estimates weight and general condition, and determines sex of wildlife species; plots location of animals and number, determines breeding habits, gestation period, breeding seasons, number and condition of new born, care of young and age of self-sufficiency; records kinds of food eaten, quantity of food available and range conditions; determines natural enemies and diseases; performs laboratory work on stomach content, fetuses and parasites; studies factors causing a decrease in population of wildlife species; summarizes and analyzes data and recommends management measures; develops sample areas, with controlled environmental factors such as food types, range conditions, etc., and studies bird and mammal responses; estimates cost of management and development programs and submits report with recommendations to the project supervisor; conducts and instructs others in live trapping and banding techniques; may operate a hunter's checking station to gather data in relation to field studies in progress; may instruct others in the collection of data for annual inventories; prepares technical papers for publication and gives talks to special groups and the general public on a wide range of wildlife subjects; may relieve the Wildlife Biologist in charge of a district program.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, must have knowledge of the characteristic conditions and inter-relationship of wildlife resources and their environment and alertness to the competing demands for land and the increasing need for additional lands to provide suitable habitats for birds and mammals. Must have the ability to plan, schedule and implement wildlife research and management projects and direct the work of others.

WILDLIFE BIOLOGIST V

5.055

Duties Summary:

Serves as subject matter specialist and independently provides advisory and consultative services on wildlife research, development and management including optimum utilization of the wildlife resources or plans, directs and coordinates a district-wide wildlife research, development and management program; and performs other related duties as assigned.

Distinguishing Characteristics:

1. Nature and Scope of Assignments:

There are two types of positions at the Wildlife Biologist V level:

Type A. Subject matter specialists in the application of advanced techniques. Assignments are characterized by the required extension or adaptation of guidelines and technical precedents and solution of problems where available resource data are inadequate or inconsistent.

Type B. Positions responsible for a district-wide wildlife research, development and management program of moderate size and scope. The number of acres of wildlife sanctuaries and hunting areas, the number and level of subordinate positions, and the size of the operating budget are significantly smaller than those of the next higher level. A position at this level provides technical guidance, program review, coordination and leadership, subject only to broad statewide policy. Such district-wide responsibility concerns the wildlife research, development and management programs which involve public and private areas.

At this level, assignments often require the development of new and improved techniques for application in research, development and management projects.

2. Level of Responsibility:

Type A. 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.

Type B. Provides authoritative guidance, coordination and leadership on a district-wide basis.

3. Personal Work Relationships:

Contacts are broad and varied in purpose, occur frequently and affect many aspects of the wildlife program. Contacts often require the negotiation of controversial issues in ways that will attain objectives of the program and result in effective public relations. Important contacts involve conferences and meetings with other departments, commissions and private and public landowners.

Examples of Duties:

Type A. Plans and develops long-range programs, including the prescribing of standards, methods and objectives; plans and conducts administrative studies to obtain solutions to project planning and other organizational problems; serves as consultant and advisor to line administrators and other wildlife staff personnel on technical and overall problems in wildlife research and development, and evaluates, investigates and makes recommendations leading toward solution of wildlife and related problems.

Type B. Exercises surveillance and provides coordination and technical leadership to a district-wide wildlife research, development and management program. Plans, organizes and conducts a district-wide program of wildlife management, conservation and development; outlines bird and mammal research projects, assigns work and reviews results; develops plans for management and development projects in compliance with provisions of federal and departmental rules, regulations and practices; responsible for the establishment, development and maintenance of public hunting grounds; contacts landowners and ranchers in order to secure additional lands for game management purposes; drafts contracts with private agencies and individuals for the construction of roads, water units, fences and trails in management areas and submits cost estimates to agency officials for final approval; recommends regulations governing hunting seasons; prepares periodic and special statistical reports on projects being conducted in the county; directs and participates in special wildlife propagation and research projects; contacts landowners, ranchers, sportsmen, and civic groups to gain support and acceptance of conservation and management objectives; keeps records; prepares technical papers for publications.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, Type A and B positions in this class must have knowledge of the principles and practices of supervision. They must also be particularly skilled in the application of precedents, techniques and procedures pertinent to the assigned function and a comprehensive grasp of the relationship of wildlife problems and practices to those of related disciplines.

Type B positions must also have the ability to develop and direct a district-wide program, guide and evaluate work accomplishments and program emphasis and interpret and convert general overall objectives and policies into specific plans, programs and activities designed to solve the district's wildlife problems.

WILDLIFE BIOLOGIST VI

5.056

Duties Summary:

Plans, directs and coordinates a large district-wide wildlife research, development and management program and performs other related duties as assigned.

Distinguishing Characteristics:

1. Nature and Scope of Assignments:

Within established overall policies and procedures, serves as the chief of a large sized, district-wide wildlife research, development and management program. The large size of the district program (characterized by the large number of acres of public hunting areas and wildlife sanctuaries, the relatively large number and high level of subordinate positions and the sizable amount of the operating budget) adds to the complexity of management in terms of planning, controlling, coordinating and supervising the district activities. A position at this level provides technical guidance, program review, coordination and leadership subject only to broad statewide policy. Such district-wide responsibility concerns the wildlife research, development and management programs which involves public and private areas.

2. Level of Responsibility:

Provides authoritative guidance, coordination and leadership on a district-wide basis.

3. Personal Work Relationships:

At this level, biologists represent and commit their department in conference with other departments, local authorities, private agencies and public groups in efforts to obtain and reconcile all pertinent points of view regarding proposed plans, standards and programs, to assure concerted action by all parties involved and to explain and obtain support for policies and programs.

Examples of Duties:

Exercises surveillance and provides coordination and technical leadership to a broad and critical district-wide wildlife research, development and management program; plans, organizes and conducts a district-wide program of wildlife management, conservation and development outlines bird and mammal research projects, assigns work and reviews results; reviews recommendations for management and development projects for compliance with provisions of federal and departmental rules and regulations and practices; responsible for the establishment, development and maintenance of public hunting grounds; contacts landowners and ranchers in order to secure additional lands for game management purposes; drafts contracts with private agencies and individuals for the construction of roads, water units, fences and trails in management areas and submits cost estimates to agency officials for final approval; recommends regulations governing hunting seasons; prepares periodic and special statistical reports on projects being conducted in the county directs and participates in special wildlife propagation and research projects; contacts landowners, ranchers, sportsmen, and civic groups to gain support and acceptance of conservation and management objectives; keeps records; prepares technical papers for publications.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, this class requires an unusually high degree of originality, creativity, skill and professional competence to interpret and convert general overall objectives and policies into specific plans, programs and activity designed to solve the wildlife problems. Must be capable of developing and directing such a program, guiding and managing personnel and evaluating work accomplishments and program emphasis.