

.....

Class Specifications
for the Class:

WILDLIFE MANAGEMENT PROGRAM SPECIALIST
(WILDLIFE MGMT PROGRAM SPCLT)

Class Distinguishers:

This class reflects responsibility for planning, supervising and coordinating program planning, research, evaluation and related staff and administrative services for the State's wildlife management program. The wildlife management program includes the management of public hunting areas and wildlife sanctuaries, the enhancement of wildlife habitat, the protection of endangered wildlife species, and the conduct of ecological studies and other research projects. The one position in this class supervises staff assigned to game and non-game program areas with responsibilities for research, program development, and management assistance; formulates and recommends program goals, policies, plans and budgets; and serves as the key subject matters expert for the wildlife management program.

The position in this class works under the general direction of the Forestry and Wildlife Administrator. Personal contacts are extensive and require thorough program knowledge and considerable skill in resolving complex and controversial issues involving diverse viewpoints and interests.

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

Knowledge of: Principles and practices of wildlife conservation, development/management and research,; goals and objectives of wildlife management programs and its impact on other environmental and natural resource program; public and private landowners, community interest groups, etc.; principles and practices of supervision; and public relations.

Ability to: Plan, organize and coordinate program development and staff support functions for the State's wildlife management program, including the development and recommendation of plans, policies, and procedures and the provision of technical advice and assistance to line staff; plan and coordinate wildlife research projects and other studies; establish wildlife program goals and priorities and develop program budgets and grant proposals; meet, elicit the cooperation of, and deal effectively with associates and representatives of community organizations and of other governmental jurisdictions; make presentations

concerning wildlife program and problems and conduct related public information and education activities; prepare written reports and correspondence; and supervise the work of others.

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.)*

Plans, organizes and coordinates technical and staff support services for the division's wildlife management program including regulation of public hunting, protection of endangered species, management of wildlife sanctuaries and ecological research; formulates, develops, and recommends policies, regulations, procedures, and guidelines; develops and periodically updates the wildlife portions of the division's 10-year operational plan; coordinates the receipt and expenditure of federal funds and develops project proposals for federal and privately funded grants; reviews budget requests submitted by the branches, determines program priorities, projects federal funding levels, and prepares the wildlife management program budget requests for the division; monitors program expenditures in relation to expenditure plans, program priorities, and federal requirements; prepares the variance report for the wildlife program; evaluates staff and financial resources; coordinates capital improvement projects, including evaluating branch proposals, preparing the wildlife CIP request, and monitoring CIP expenditures and projects; develops and recommends division administrative policies and procedures for assigned areas; drafts legislative proposals and testimonies and testifies at legislative hearings; drafts and reviews wildlife research proposals, oversees studies and surveys carried out by the branches, and negotiates contracts with universities or other organizations to conduct research for the wildlife program; drafts and recommends approval of plans for at the acquisition, development and management of public hunting areas and wildlife sanctuaries; performs public information and education outreach, delivers public presentations, and responds to inquiries from other agencies or the general public; serves as the chief consultant to the division administrator on wildlife matters and represents the division, department, or State in a wide variety of public and private organizations or in ad hoc committees; participates in negotiating cooperative agreements with other government agencies and private landowners; assigns, reviews and evaluate the work of subordinate staff and recommends personnel actions; and prepares reports and correspondence.

This is the first specifications for the new class, WILDLIFE
MANAGEMENT PROGRAM SPECIALIST (WILDLIFE MGMT PROGRAM SPCLT).

Effective Date: 1/16/95

DATE APPROVED: 3/7/95 /s/ Ann K. Kon
for JAMES H. TAKUSHI
Director of Human Resources Development