

Minimum Qualification Specifications  
for the Class:

WILDLIFE MANAGEMENT PROGRAM SPECIALIST  
(WILDLIFE MGMT PROGRAM SPCLT)

**Basic Education Requirement**

Graduation from an accredited four (4) year college or university with a bachelor's degree in wildlife management, or in a related biological science, with a minimum of twenty-four (24) semester credit hours in the following areas:

- At least eighteen (18) semester hours of coursework applicable to wildlife biology in such subjects as mammalogy, ornithology, animal ecology, wildlife management, animal husbandry, zoology, invertebrate zoology, vertebrate zoology, comparative anatomy, physiology (animal), genetics, animal taxonomy, parasitology, entomology, herpetology, biometry; or research courses in the field of wildlife biology; and
- At least six (6) semester hours in botany or the related plant sciences.

Excess work experience as described under the Specialized Experience below, or any other responsible administrative, professional or analytical work experience that 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, which included the coursework specified above, may be substituted 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.

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 Requirement**

Applicants must have had the kind, amount, and quality of experience described below, or any equivalent combination of training and experience.

Specialized Experience: Three (3) years of progressively responsible professional experience in wildlife conservation, development and management, and/or wildlife research.

Staff Specialist or Supervisory Experience: Applicants must have had one (1) year of either staff specialist or supervisory experience of the type and quality described below:

- A. Staff Specialist Experience: Professional experience which involved serving as a principal program specialist for a major specialized area (e.g., game and non-game) in wildlife management with responsibility for providing technical advice and consultative services on wildlife research, development and management including the optimum utilization of wildlife resources within the assigned area of responsibility; evaluating, investigating and making recommendations leading toward solution of wildlife and related problems; planning and conducting studies including the prescribing of standards, methods and objectives and participating in the development of long-range plans.
- B. Supervisory Experience: Professional wildlife experience which involved (1) planning, organizing, scheduling and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; (5) training and developing employees; and (6) evaluating their work performance.

### **Substitutions Allowed**

- 1. A master's degree in wildlife biology, mammalogy, ornithology, or other closely related fields from an accredited college or university may be substituted for one (1) year of Specialized Experience.
- 2. A Ph.D. degree in wildlife biology, mammalogy, ornithology, or other closely related fields from an accredited college or university may be substituted for two (2) years of Specialized Experience.
- 3. Excess Staff Specialist or Supervisory Experience may be substituted for the Specialized Experience on a month-for-month basis.

### **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 has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification**

Specialized knowledges, 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.

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This is an amendment to the minimum qualification specifications for the class WILDLIFE MANAGEMENT PROGRAM SPECIALIST (WILDLIFE MGMT PROGRAM SPCLT), which was approved on March 2, 1995.

DATE APPROVED: 4/5/2013

  
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