

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	5.342
	STATE OF HAWAII	5.343
.....		5.344
		5.345

Class Specifications
for the

TRAILS AND ACCESS SPECIALIST SERIES
(TRAILS AND ACCESS SPCLT SERIES)

Series Definition:

This series includes all classes of positions, the duties of which are to perform work in the development and implementation of a statewide trails and access network and management system. Professional knowledge and competence in trails and access planning, development and management are required.

The objectives of the State's Trails and Access Program are to provide for a broad range of recreational, cultural, religious, and subsistence opportunities for all people of the State; and to help conserve the State's cultural heritage and environment through the use of sound land conservation principles. Many of the trails and accesses managed under this program extend beyond the State-owned forest reserves and game management areas to trails and accesses traversing private lands in the mountains and along shorelines. Trails and access projects typically involve coordination and negotiation between the various government jurisdictions and/or agencies and private individuals and/or organizations as well as commercial users. A volunteer component is typically included in field projects to provide for additional manpower needed on trails and access projects. Public input and support is solicited through a statewide advisory council as well as through advisory councils which have been established on each island.

Level Distinctions:

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

Complexity of Work Assignments: Complexity refers to the nature and scope of considerations necessary to develop, implement and manage a trail, access road, or other outdoor recreational facility. It is related to the number of private and public landowners involved, the presence or absence of liability issues, the level of public interest and involvement, the number and types of commercial users, the variety of needs of various groups to be addressed, the presence or absence of cultural issues, the sensitivity of the trail and adjacent natural resources, and the scope and impact of the assigned project.

Supervisory Controls: This factor refers to the nature and extent of direct or indirect controls exercised by the supervisor, i.e., the manner in which assignments are

given; the extent of independent responsibility for the work product; and the method of reviewing completed work.

Personal Contacts: This factor refers to the nature and purpose of contacts with those other than the supervisor, and can range from the simple exchange of information regarding the Trails and Access Program, to those involving the resolution of controversial issues or differing viewpoints such as the right of access through private lands, the presence of commercial users or the use of mountain bikes or other modes of transportation on hiking trails.

Knowledge and Abilities Required: This factor refers to the nature and extent of information or facts which must be understood and applied in order to do acceptable work, and the nature and extent of abilities needed to apply these knowledge.

-

This is the first specification for the new TRAILS AND ACCESS SPECIALIST (TRAILS AND ACCESS SPCLT) series.

Effective date: 7/23/98

DATE APPROVED: 7/23/98

/s/ James C. Kirchhofer
for JAMES H. TAKUSHI
Director of Human Resources Development

TRAILS AND ACCESS SPECIALIST II
(TRAILS AND ACCESS SPCLT II)

5.342

Class Distinguishers:

Complexity: This is the advanced trainee level through which the trainee proceeds as part of his/her progression to full performance as an independent worker. Assignments characteristically involve assisting in professional trails and access projects for which a higher level trails and access specialist has overall responsibility. Assignments are screened to eliminate difficult or unusual problems. More complex

assignments may be selected to progressively develop the incumbent of the position for work at the next higher level.

Supervisory Controls: Positions at this level function under close supervision. Assignments are specific as to purpose and scope of the work and problems to be anticipated. Details of each project are reviewed and discussed with the supervisor before they are carried out. As the employee progresses and gains confidence and understanding of program activities, supervision is relaxed on simple assignments for which specific guidelines and procedures exist. Completed work is reviewed for adherence to instructions and technical accuracy.

Personal Contacts: At this level, personal contacts are mainly with coworkers and supervisors. Where contacts with private landowners, agencies, groups, and the general public occur, they are for the purpose of providing routine information where clearly identified policies and procedures exist.

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

Knowledge of: Principles, concepts, and techniques of natural resources management; laws, rules and standards pertaining to the State's Trails and Access Program; basic design requirements of trails, access roads, trail shelters, sanitary facilities, signs and other appurtenant outdoor recreation facilities; map interpretation and their application in determining trail alignments; plants and animals found in Hawaii, both native and introduced including threatened and endangered species and noxious weeds and animal pests; herbicides and application techniques for the control of weeds and encroaching vegetation along trails and around outdoor recreation facilities; basic geological and archaeological features of Hawaii; features of ancient Hawaiian trails and the required standards and techniques for restoring and/or maintaining features with archeological significance; and report writing.

Ability to: Explain program goals and objectives; coordinate field projects and work activities; navigate through large wilderness areas using maps and other aids; prepare maps and design sketches of field projects; monitor impact on natural resources as a result of outdoor recreation uses; evaluate facts and analyze data; prepare reports and maintain records of field projects and resource management activities according to program standards and procedures; and communicate effectively with others, orally and in writing.

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. Recommends plans for trails and access construction and development to a higher level specialist.
2. Reviews project plans with a higher level specialist, discusses requirements and implements as directed.
3. Receives trails and access related complaints, performs research of facts and other information, and recommends possible remedial action to a higher level specialist.
4. Provides general information on program goals, policies and procedures, and rules and regulations to the public.
5. Directs a work crew and/or volunteer group in performing trails construction and maintenance work.
6. Periodically inspects established trails, accesses and appurtenant facilities and makes recommendations for necessary maintenance work to correct deficiencies and problems.
7. Accompanies a higher level specialist to observe negotiation meetings with private landowners.
8. Accompanies a higher level specialist to promote the Trails and Access Program to various organizations and agencies and answers general Trails and Access Program related questions.
9. Performs duties of the next higher level under close supervision.

TRAILS AND ACCESS SPECIALIST III
(TRAILS AND ACCESS SPCLT III)

5.343

Class Distinguishers:

Complexity: This is the first independent worker level in professional trails and access development and management. Positions are assigned trails and access

projects of average difficulty and complexity. Problems encountered can usually be resolved by direct application of standard guides and procedures.

Supervisory Controls: Positions at this level are expected to select, apply and adapt standard techniques and practices in carrying out trails and access projects. Work is performed under general supervision for most assignments while closer supervision is given on the more complex projects. Potential and actual sources of controversy are typically discussed with the supervisor. Work is reviewed regularly for professional approach and accomplishment of management goals and objectives.

Personal Contacts: Positions at this level are allowed to establish and determine the extent of the contact necessary for the completion of their trails and access projects and activities. Contacts are with other natural resources management professionals, private landowners, members of special interest groups, agencies, organizations and the general public.

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: Programs of various agencies which affect the development and implementation of Trails and Access Program projects; trails and access related issues and concerns of special interest groups, commercial users and the general public and their needs for outdoor recreation and ecotourism activities; negotiation methods and techniques; State laws and requirements for contract proposals used in the program; and public relations.

Ability to: Plan, develop and implement assigned projects; and provide information to individuals and groups on trails and access related topics.

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. Independently plans trails and access projects which closely follow standard program guidelines and conform to the program goals and operating procedures.
2. Assists a higher level specialist in drafting memoranda of understanding and other cooperative agreements.

3. Participates in the review and evaluation of land use documents as they relate to the Trails and Access Program and makes recommendation to a higher level specialist.
4. Receives and resolves complaints following standard policies and guidelines. Refers unusual/unprecedented issues to a higher level specialist.
5. Evaluates condition of trails and related natural resources and determines impact of user groups on these resources. Makes recommendation to a higher level specialist for resource management strategies.
6. Provides tours and talks to user groups, providing information on the Trails and Access Program, trail safety and sanitation, user responsibility, courtesy to landowners, etc.
7. Discusses with a higher level specialist, feasibility of future development and management projects on trails and accesses proposed by the island advisory council.
8. Inspects established trails and accesses, plans and schedules necessary maintenance work, and takes appropriate action to correct deficiencies and problems. Discusses any unusual problems encountered with a higher level specialist.
9. Monitors and evaluates the work of volunteers and other work crews to ensure that the quality of trail maintenance and construction activities meet program standards.
10. In addition, may perform work described at the lower levels.

TRAILS AND ACCESS SPECIALIST IV
(TRAILS AND ACCESS SPCLT IV)

5.344

Class Distinguishers:

Complexity: Assignments are performed independently and encompass the full range of trails and access development and maintenance activities falling within the program's responsibility. Scope of assignments may range from routine trails and access maintenance to development of a newly acquired trail system with significant archeological issues and concerns from special interest groups with opposing views and negotiations with private landowners.

Supervisory Controls: Work assignments specify scope and objectives, but usually do not specify methods and techniques. Supervision is general with advice provided as requested on new policies and procedures and in unprecedented or unusual circumstances. Work is reviewed on a spot-check basis for professional approach and accomplishment of management goals and objectives.

Personal Contacts: Positions at this level are expected to establish and maintain effective working relationships with private and public landowners, special interest and commercial user groups, other agencies and jurisdictions and the general public for such purposes as negotiation for access, coordination of activities for trails and access projects, dissemination of information on trails and access projects, and resolution of 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 III level:*

Knowledge of: Current environmental and cultural issues and other community concerns; comprehensive knowledge of negotiation techniques; and comprehensive knowledge of natural resources planning and management principles and techniques pertaining to the Trails and Access Program.

Ability to: Plan and coordinate trails and access projects for an assigned area; coordinate multi-agency involvement in project implementation; negotiate solutions to problems involving opposing needs of various interest groups; draft contracts for trails and access projects and monitor and enforce the terms of the contract; establish and maintain effective working relationships with representatives of government agencies, special interest groups, commercial users, community organizations, private landowners and the general public; plan

and develop information and education activities; and speak before groups to promote the Trails and Access Program.

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. Inspects, evaluates and makes recommendations on proposed acquisition and/or development of lands for trails and accesses.
2. Determines overall feasibility for implementation by considering trail and user needs, environmental and user safety concerns, manpower and monetary commitments necessary, potential landowner/neighbor opposition, community support and other pertinent factors.
3. Prepares environmental impact statements for new trail construction and coordinates archeological surveys, flora and fauna surveys and other activities in gathering necessary documentation.
4. Develops plans for the full range of trails and access development projects.
5. Meets with landowners to explain program goals and to negotiate for acquisition of trails and accesses.
6. Drafts memoranda of understanding and other cooperative agreements with private landowners and other government agencies for trails and access projects when shared development and management or negotiated access is involved.
7. Reviews land use applications and documents; negotiates with developers to include access roads; and provides information and recommendations to the supervisor as to their impact on the Trails and Access Program.
8. Works with representatives of the county planning departments and other regulatory agencies and with other government agencies having public recreation program functions to coordinate related projects and activities, and to facilitate the resolution of conflicts/problems in a manner that is favorable to the Trails and Access Program.

9. Monitors and evaluates the work of consultants and ensures that the terms of contracts are met.
10. Provides technical assistance and advice to private landowners and land developers relative to trails and access matters.
11. Explains the Trails and Access Program to other government agencies, industry and professional groups, private landowners, commercial users, and civic organizations to promote their understanding and support for the program.
12. Attends island advisory council meetings and assists in providing information on the program's planned projects, activities, and accomplishments.
13. Receives and investigates trails and access related complaints and takes or recommends remedial action.
14. May perform work described at the lower levels.

TRAILS AND ACCESS SPECIALIST V
(TRAILS AND ACCESS SPCLT V)

5.345

Class Distinguishers:

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

Type A: Positions are responsible for their island district Trails and Access Program activities including the overall planning, development and implementation of projects in accordance with the branch's goals and objectives.

They are responsible for preparing operating budgets, determining program priorities, and developing policies and procedures for their island district Trails and Access Program. They represent the program at community meetings and events, branch and program meetings, and planning activities, and are responsible for promoting the program throughout the district community to generate support for the program's activities, goals and objectives. Positions may also direct the work of lower level specialists and technical personnel in the conduct of trails and access management projects and related activities.

Type B: A position responsible for providing program support services to the districts and staff support to the division administrator. Assignments involve the

development and recommendation of broad policies and standards for statewide trails and access activities and for commercial use of trails and related outdoor recreation resources; coordination between the districts for statewide projects or events; conducting administrative and technical support, such as automating the inventory of trails and access roads, and providing consultation to the district trails and access personnel on the technical aspects of the Trails and Access Program.

Supervisory Controls: 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.

Personal Contacts: Contacts are broad and varied in purpose and include representatives of County, State and Federal public recreation program agencies, as well as island advisory councils, special interest groups, private agencies, landowners and the general public. The purpose of these contacts is to coordinate related projects and activities on an island-wide or statewide basis; to negotiate controversial issues and facilitate the resolution of conflicts/problems in a manner that is favorable to the Trails and Access Program; to generate support and understanding of program goals and objectives through effective public relations, and to provide training and consultative services.

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: The State's budget, planning and legislative process; and the impact of the activities of the Trails and Access Program on the surrounding communities, special interest groups, commercial users, other natural resource programs, etc.

Ability to: Develop long-range plans and program standards; determine and recommend program goals and priorities; plan, coordinate and evaluate overall program activities; prepare and justify budget proposals; deal effectively with the media and develop effective working relationships; and write grant and legislative proposals.

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

1. Determines program priorities and develops policies and procedures based on overall program goals and objectives.
2. Represents the program in island or statewide advisory council meetings, and provides support and technical assistance on matters pertinent to the functions of the council and information on planned projects, activities and accomplishments.
3. Prepares and justifies capital improvement project and operating budget requests for Trails and Access Program requirements.
4. Directs the review of conservation district use applications and other land use matters, and provides comments and recommendations pertinent to potential impacts on the district or statewide Trails and Access Program.
5. Coordinates and directs negotiation activities and drafting of memoranda of understanding and cooperative agreements with private landowners and other government agencies when shared development and management or negotiated access is involved.
6. Develops and promotes the program's trails and access volunteer program, including the identification and development of incentives to attract and maintain a stable volunteer corps.
7. Plans, coordinates and directs the development of information and education activities relative to the Trails and Access Program.
8. Provides technical consultation and advice to other natural resource professionals on resource management and other related matters pertaining to the Trails and Access Program.
9. Represents the Trails and Access Program at meetings, planning activities and community events.
10. Addresses issues and concerns of the media, organizations, agencies, special interest groups, and private and public landowners regarding implementation of program goals and objectives.

11. Represents the program on issues and cases requiring the assistance of the Attorney General's Office.
12. Coordinates and writes grant proposals for the statewide Trails and Access Program.
13. Coordinates national and State sponsored trails events and projects.
14. Reviews settlement agreements drafted by the Attorney General and other trails and access related legal documents.
15. Prepares information for annual reports, inquiries, budget justifications, legislative testimonies, etc.
16. In addition, may perform work described at the lower levels.