

.....

Specifications for the Class:

NATURAL RESOURCES MANAGEMENT PROGRAM SPECIALIST
(NATURAL RESCS MGMT PRGM SPCLT)

CLASS DISTINGUISHERS

Positions in this class are located at the division level, and are responsible for planning, coordinating, and supervising technical and staff support services for one of the State's major natural resource programs (e.g., Forestry, Wildlife, or Native Ecosystem). This responsibility includes formulating and recommending program goals, policies, plans and budgets; and providing top-level advice and assistance to the division chief on administrative matters relating to conservation, development and management of the State's natural resources. Personal contacts are extensive (e.g., with private landowners, community and natural resource organizations, other government agencies, etc.) and require thorough program knowledge and considerable skill in resolving complex and controversial issues involving diverse viewpoints and interests.

Positions supervise professional natural resources specialists who perform program planning, evaluation, research and related staff and administrative services in one of the State's major natural resource programs. The following are examples of major natural resources program areas:

1. The Forestry Resources Management Program supports and manages the State's Forest Reserve System. Forest resources management activities include the promotion, protection, management and development of forest resources on State and private-owned forest lands. Positions in this class supervise staff specialists assigned to specialized forestry management program areas (e.g., forest resources management, forest resources protection) and are responsible for providing technical and coordinative program development and management assistance.
2. The Wildlife Resources Management Program supports and manages the State's public hunting areas and wildlife sanctuaries. Wildlife resources management activities include the enhancement of wildlife habitats, the protection of endangered wildlife species, and the conduct of ecological studies and other research projects. Positions in this class supervise staff specialists assigned to game and non-game program areas and are responsible for research, program development, and management assistance.

3. The Native Ecosystem Management and Protection Program supports and manages the statewide natural area reserve system and other protected natural areas. Natural area resource management activities include the protection and enhancement of forested watersheds, native ecosystems, natural areas, unique native plant and animal species, and cultural and geological features for the enrichment of present and future generations. Positions in this class supervise staff specialists assigned to specialized program areas (e.g., Natural Area Reserves System, Natural Area Partnership Program, Threatened and Endangered Species Program) and are responsible for providing technical and coordinative program planning, development, and management assistance.

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. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Serves as chief consultant to the division administrator on natural resource matters in an assigned program area; and represents the division, department, or State in a wide variety of public and private organizations, or on ad hoc committees.
2. Plans, organizes and coordinates technical and staff support services for an assigned natural resource management program area.
3. Formulates, develops and recommends policies, regulations, procedures and guidelines.
4. Coordinates the development of, and periodically updates the strategic management plan, for an assigned natural resource management program area; assists the branches with the development of operational management plans.
5. Reviews and periodically checks the status of staff projects for conformance with established policies, laws, rules, guidelines and schedules.
6. Oversees and coordinates the receipt and expenditure of federal funds and the development of project proposals for federal and State funded grants.
7. Participates in division budget discussions; reviews budget requests submitted by the branches, determines program priorities, projects federal funding levels, and prepares program budget requests and expenditure plans.

8. Monitors program expenditures in relation to expenditure plans, program priorities, and federal requirements.
9. Coordinates capital improvement projects (CIP), including the evaluation of branch proposals, preparing the CIP request, and monitoring CIP expenditures and projects.
10. Drafts legislative proposals and testimonies, and testifies at legislative hearings.
11. Reviews and replies to legislative inquiries regarding program budgets and legislation.
12. Oversees the negotiation of cooperative agreements with other governmental agencies and private landowners.
13. Assigns, reviews and evaluates the work of subordinate staff and recommends personnel actions.
14. Prepares reports and correspondence.

KNOWLEDGE AND ABILITIES REQUIRED: The knowledge and abilities required in order to effectively perform the key duties for this class are indicated in the following table. The degree of each knowledge and ability required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in the class.

“P” indicates prerequisite knowledge and abilities, which must be brought to the job. “A” indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.

KNOWLEDGE OF:		
1.	Natural resource planning, research, resource management and protection principles, concepts, practices and techniques.	P
2.	Laws, rules, policies and procedures pertinent to natural resource management and protection.	P
3.	Native natural resources, e.g., indigenous plants, wildlife, geology and/or ecosystems.	A
4.	Impact of the natural resource program on private landowners, communities, special interest groups, etc.	P
5.	Public relations.	P
6.	Principles and practices of supervision.	A

ABILITY TO:		
1.	Understand the relationship of practices and issues of the assigned natural resources management program area with those of other natural resources management programs.	P
2.	Plan, organize and coordinate program development and staff support functions for the assigned natural resources management program.	P
3.	Plan and establish program priorities, budgets and grant proposals, goals and activities.	P
4.	Develop program standards, guidelines, policies and procedures.	P
5.	Develop and implement comprehensive natural resources management plans.	P
6.	Meet, elicit the cooperation of, and deal effectively with associates and representatives of community organizations and other governmental jurisdictions.	P
7.	Make presentations concerning natural resource program problems, and conduct related public information and education activities.	P
8.	Communicate clearly and effectively, both orally and in writing.	P
9.	Prepare written reports and correspondence.	P
10.	Supervise and evaluate the work of others.	A

MINIMUM QUALIFICATION REQUIREMENTS

Basic Education Requirement

Bachelor's degree from an accredited four (4) year college or university with a major in one of the following:

1. Natural resources management, forestry, wildlife management, or other related resource management majors.
2. Botany, zoology, wildlife biology, entomology, or other related natural resource science majors.
3. Environmental studies with an area of concentration related to natural resource management.

Excess work experience as described under Experience Requirements below, or any other responsible administrative, professional or analytical work experience which 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 in the above majors may be substituted for the education 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 Requirements

Applicants must have progressively responsible experience of the kind and quality described in the statements below, or any equivalent combination of training and experience:

Specialized Experience: Three (3) years of progressively responsible professional work experience in natural resources management in one or a combination of the following:

1. Management, utilization, and/or conservation of natural resources, e.g., forests, water, wildlife, soils, land, etc.;
2. Protection of natural resources against fire, disease, insects, weeds, animals, or other depredations;
3. Applied research and analysis directly applicable to the development, protection, and management of natural resources; or
4. Resource planning for the development, protection, and management of natural resources.

Staff Specialist or District Level Experience: Applicants must have one (1) year of responsible professional work experience in natural resources management in one or a combination of the following:

1. **Staff Specialist Experience:** Professional work experience which involved serving as a staff specialist for an area of natural resources management, such as forestry, wildlife, or natural area management, with responsibility for providing technical advice and assistance to district natural resource management personnel within the assigned area of responsibility; evaluating, investigating and making recommendations leading toward the solution of natural resource management and related problems; coordinating and participating in studies and the development of long-range plans; and/or making recommendations regarding program policies and procedures.

2. District Level Experience: Professional work experience which involved responsibility for a district level natural resources management program such as forestry, wildlife, or natural area reserves management. This experience must have included the provision of technical expertise and guidance to other natural resources management staff, private landowners, public or private agencies or organizations; program planning, evaluation, coordination, and leadership; and representation of the natural resource management program at the district level.

Supervisory Aptitude: Applicants must possess supervisory aptitude.

Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

1. A master's degree in natural resources management, forest management or conservation, wildlife management or conservation, or a closely related field, may be substituted for one (1) year of Specialized Experience.
2. A Ph.D. degree in natural resources management, forest management or conservation, wildlife management or conservation, or a closely related field, from an accredited college or university may be substituted for two (2) years of Specialized Experience.
3. Excess District Level or Staff Specialist 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 knowledge, 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.

This is the first class specification and minimum qualification specification for the class NATURAL RESOURCE MANAGEMENT PROGRAM SPECIALIST.

Effective Date: August 1, 2008

DATE APPROVED: 3/8/2012



BARBARA A. KRIEG, Interim Director
Department of Human Resources Development