

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.630
	STATE OF HAWAII	17.631

Minimum Qualification Specifications
for

AQUATIC RESOURCES PROGRAM MANAGER
(AQUATIC RESOURCES PROGRAM MGR)
AQUATIC RESOURCES PROGRAM ADMINISTRATOR
(AQUATIC RESOURCES PROGRAM ADMR)

AQUATIC RESOURCES PROGRAM MANAGER 17.630

Prerequisite Knowledge and Abilities Required

Knowledge of: Natural resource planning, research, resource management and protection principles, concepts, practices and techniques; aquatic natural resource management and protection principles, concepts, practices and techniques; federal/State laws and regulations pertinent to natural resource management and protection; principles and practices of fisheries research, development and management; fishing methods and techniques; impact of natural resource and fisheries management programs on private individuals, commercial interests, communities and special interest groups; principles and practices of supervision; and report writing.

Ability to: Manage a major statewide aquatic natural resources management program; understand, interpret and apply pertinent State and federal laws, rules and regulations; determine branch policies, goals, objectives and priorities; determine branch budgetary and resource needs and utilization; deal effectively with representatives of community and governmental organizations, legislators and others; communicate clearly and effectively, both orally and in writing; speak effectively with individuals and before groups; prepare clear and concise written reports and correspondence; effectively manage and supervise staff and take appropriate action on personnel matters, including grievances and disciplinary matters in accordance with collective bargaining contracts, etc.

AQUATIC RESOURCES PROGRAM ADMINISTRATOR 17.631

Prerequisite Knowledge and Abilities Required

Knowledge of: Natural resource planning, research, resource management and protection principles, concepts, practices and techniques; aquatic natural resource management and protection principles, concepts, practices and techniques; federal/State laws and regulations pertinent to natural resource management and protection; principles and practices of fisheries research, development and management; fishing methods and techniques; impact of natural resource and fisheries management programs on private individuals, commercial interests, communities and

special interest groups; principles and practices of program planning and evaluation, supervision, management and administration; report writing and public relations.

Ability to: Administer the State's aquatic natural resources management program; understand, interpret and apply pertinent State and federal laws, rules and regulations; determine division policies, goals, objectives and priorities; determine division budgetary and resource needs and utilization; deal effectively with representatives of community and governmental organizations, legislators and others; communicate clearly and effectively, both orally and in writing; speak effectively with individuals and before groups; prepare clear and concise written reports and correspondence; effectively manage and supervise staff and take appropriate action on personnel matters, including grievances and disciplinary matters in accordance with collective bargaining contracts, etc.

Education Requirements

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 natural resource management major;
2. Botany, zoology, wildlife biology, entomology, or other related natural resource science major;
3. Environmental studies with an area of concentration related to natural resource management.

Excess work experience as described under 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 and major as 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 Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience.

Class Title	Spclzd Exp (years)	Supvry Exp (years)	Mgrl Exp (years)	Total Exp (years)
Aquatic Resources Prgm Mgr	4	1	*	5
Aquatic Resources Prgm Admr	4	1	1	6

Specialized Experience: Progressively responsible professional work experience in one or a combination of the following:

1. Management, utilization and/or conservation of aquatic natural resources;
2. Protection of aquatic natural resources against disease, animals, or other depredations;
3. Applied research and analysis directly applicable to the development, protection, and management of aquatic natural resources; or
4. Resource planning for the development, protection, and management of aquatic natural resources.

Supervisory Experience: Supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Managerial Experience: Professional work experience which involved responsibility for identifying program goals and objectives and evaluating their attainment; planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; identifying resource needs (staffing, materials, equipment); and actively participating in program planning, policy determination and budget formulation and execution.

*Applicants for the class Aquatic Resources Program Manager must possess managerial aptitude. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and

coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; and success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed

1. A master's degree from an accredited college or university in fishery biology, biological oceanography or a related biological science, or aquatic natural resources management or conservation, or a closely related field, may be substituted for one (1) year of Specialized Experience.
2. A Ph.D. degree from an accredited college or university in fishery biology, biological oceanography or a related biological science, or aquatic natural resources management or conservation or a closely related field, may be substituted for two (2) years of Specialized Experience.

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 specific 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 an amendment to the minimum qualification specifications for the classes AQUATIC RESOURCES PROGRAM MANAGER and AQUATIC RESOURCES PROGRAM ADMINISTRATOR, which were approved on November 13, 2012.

DATE APPROVED: May 24, 2019

Ryker J. Wada

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Department of Human Resources Development