

## I. IDENTIFYING INFORMATION

Class Title: Wildlife Biologist V  
Position Number: 120852  
Department: Land and Natural Resources  
Division: Forestry and Wildlife  
Branch: Section: Admin  
Unit: Wildlife Resource Management  
Geographic Location: Oahu, Downtown

## II. INTRODUCTION

The Division of Forestry and Wildlife, Department of Land and Natural Resources, is responsible for the protection and management of the wildlife resources of the State. This responsibility is accomplished by conducting research and management programs through district biologists and special section biologists. The State's wildlife program is a designated program of the Division which is concerned with all wildlife species, but primarily with the preservation of the remaining species of native wildlife through the management of wildlife sanctuaries and habitat restoration on other state lands. Of approximately 70 indigenous bird taxa, 23 are considered to be extinct while another 34 are classed as endangered species. The wildlife program also manages public hunting throughout the state, designed to provide recreational hunting opportunities to licensed hunters by providing access to state lands, habitat management and other activities to promote hunting as a means of recreation and subsistence. In addition, the wildlife program is charged with the control of introduced species which pose serious threats to native wildlife and plants as well as to agriculture.

### *Purpose of the position:*

To serve as a subject matter specialist, independently provides advisory services on wildlife research, development and management. To supervise and provide technical advice in management, conservation, development and protection of wildlife resources and in related scientific research. To review research and field project proposals for compliance with state and federal laws and coordinate any wildlife permits necessary. To provide specialized advice to districts related to the Division's new geospatial database and the development of measurable effectiveness indicators and monitoring strategies that integrate with the geospatial database. To coordinate federal aid, assuring compliance with federal and state regulations and assure new processes are in place to monitor achievements and assure timely reporting. To implement priority tasks pursuant to the Division's wildlife management goals and objectives. Independently performs the full range of wildlife research development and management activities; directs the work of lower level professional and non-professional staff; and performs other duties as assigned.

Assignments typically involve research, oversight, development, and implementation of management policies and regulations which require the extension and adaptation of guidelines and technical precedents to resolve problems where resources and data are inadequate or inconsistent. This position is under the administrative and operational direction of the Wildlife Management Program Specialist (Position No. 15015) who heads the Wildlife Program.

### III. MAJOR DUTIES AND RESPONSIBILITIES

#### A. Program Administration

70%

1. Plans and develops long-range projects for the wildlife section, assuring efficiency and accountability. Plans and conducts administrative studies to obtain solutions to project planning, measuring for effectiveness, and addressing organizational problems. Consults and advises wildlife staff and public on wildlife research and other game and non-game projects within the state. Summarizes and analyzes data and recommends management solutions for wildlife issues. [1, 3]
2. Coordinates federal aid program with State and Federal agencies and non-governmental organizations to assure regulatory compliance and facilitate efficiency, accountability and reporting requirements. [1, 2, 3]
3. Assists in the maintenance of statewide geospatial database, and develops new processes and procedures to better collect and integrate wildlife data into the database, highlighting achievements in wildlife management statewide. [1, 3]
4. Reviews scientific research proposals and wildlife project proposals statewide for compliance with state and federal regulations. Coordinates drafts and processes wildlife permits statewide. [2, 3]

#### B. Research and Field Studies

20%

5. Conducts the overall planning and oversees implementation of selected research studies for game and non-game programs [1]
6. Assists with research design and methodology; collects, compiles and analyzes data; and writes and submits reports on results. [1]
7. Plans, supervises and participates in field surveys and censuses of birds and mammals and their habitats. [1]
8. Recommends management actions based on research and field study results. [1]
9. Prepares progress reports and job completion reports with analysis and evaluations for research jobs. Implements the use of these reports for the evaluation and planning of bird and mammal preservation, management or control programs. [2, 3]

#### C. Management

10%

10. Prepares grant proposals for submission for funding opportunities; prepares grant reports for other agencies, partners, and other organizations. [1]
11. Assists District personnel on endangered species projects, waterbird surveys, seabird management, avian disease studies, and habitat management. [1]
12. Assists in the development and implementation of game and non-game information and education programs. [2]
13. Must be familiar with federal and state wildlife laws, statutes and rules. [1, 3]
14. Other duties as assigned

Reason: [1] The performance of this function is the reason that this job exists.

[2] There are limited employees among whom the performance of this function can be distributed.

[3] This function is highly specialized. Employees are hired for their skill/ability to perform this function.

Evidence Used in Determining Essential Functions Considered:

The amount of time spent performing the functions; the consequences of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organizational structure.

#### **IV. CONTROLS OVER THE POSITION**

A. Supervisor:

Position No.: 15015

Class Title: Wildlife Management Program Specialist

B. Nature of Supervisory Control Exercised Over the Work:

1. Instructions Provided.

Instruction is received through staff meetings and personal conferences as required. Guidance is general unless solicited or in unusual situations.

2. Assistance Provided.

Employee seeks assistance from supervisor with problems of an unusual nature.

3. Review of Work.

Work is conducted independently, reviewed in general and through staff meetings.

C. Nature of Available Guidelines Controlling the Work.

1. Policy and Procedural Guides Available.

Hawaii Revised Statutes - Chapters 183D, 195D. Hawaii Administrative Rules - Chapters 124, 125. USFWS Federal Aid in Wildlife Restoration Act and the associated Federal Aid Manual. Applicable federal natural resource management law. Procedural guides on purchasing and procurement. Hawaii State Wildlife Action Plan

2. Use of Guidelines

Procedural guides cover most situations. The employee is expected to understand state and federal laws and regulations regarding endangered species and migratory birds. All work under the Federal Aid in Wildlife Restoration Act must comply with standards established in the Federal Aid Manual.

#### **V. REQUIRED LICENSES, CERTIFICATES, ETC.**

Valid license to drive in the State of Hawaii

#### **MINIMUM QUALIFICATIONS**

A. Knowledge:

Specialized knowledge of the principles and practices of wildlife management; the techniques used in making field investigations into the life history, habitats and natural requirements of wildlife; field research methods pertaining to the study of wildlife; identification of bird and mammal species; techniques of trapping, banding and releasing birds; and animal census techniques.

Knowledge of the biological, social and economic considerations of the wildlife area and

resource activities; and a wide range of standard wildlife methods, techniques and precedents.

Must have knowledge of the application of precedents, techniques and procedures pertinent to wildlife management and the competing demands for land and the increasing need for additional lands to provide suitable habitats for birds and mammals.

Knowledge of state and federal laws and regulations as it pertains to wildlife and the protection of threatened and endangered plants and wildlife.

Knowledge of geospatial database management and principles of measurements of effectiveness.

Must have a knowledge of the principles and practices of supervision.

**B. Skills/abilities:**

Ability to collect data on wildlife and habitat conditions; conduct bird and mammal surveys; prepare clear and concise reports; and work in remote areas.

Ability to plan, schedule and implement wildlife research and management projects and direct the work of others.

Ability to meet and deal effectively with the general public, hunters and private landowners.

Must also be particularly skilled in the application of precedents, techniques and procedures pertinent to the functions of this position and have comprehensive grasp of the relationship of wildlife problems and practices to those of related disciplines.

**C. Education:**

Refer to the Minimum Qualification Requirements for the Wildlife Biologist V

**D. Experience:**

Refer to the Minimum Qualification Requirements for the Wildlife Biologist V

**VII. TOOLS, EQUIPMENT & MACHINES**

Computer, mist nets, radio-tracking devices, GPS units