

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV36107</b>
<b>Job Class Code:</b>	<b>030</b>	<b>Salary Schedule:</b>	<b>ASRRWILD</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>20</b>
<b>Workers Comp Code:</b>	<b>7720</b>		
<b>Job Code Established:</b>	<b>12/14/1984</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>07/01/06</b>	<b>Effective Date:</b>	<b>07/01/06</b>

**JOB CODE SERIES:** Wildlife Resource Management and Development Series

**JOB CODE TITLE:** WILDLIFE SPECIALIST 3

**HRIS TITLE:** WILDLIFE SPCT 3

**CHARACTERISTICS OF THE JOB CODE:** Supervises, organizes, plans, analyzes and conducts complex and significant wildlife research, management or environmental studies in the field or laboratory. Develops and/or reviews recommendations and reports on wildlife surveys, habitat evaluations, special studies and/or environmental inventories and estimates. Supervises, trains and assists assigned staff and others. At this level, employees work under minimal supervision, exercising discretion and independent judgment within agency guidelines. Employees manage programs and/or projects and related budgets. Employees recommend goals and objectives for the work unit and provide consultation and technical advice within specialty areas. Employees are expected to coordinate with public and private land managers and all levels of agency employees in the development and implementation of studies. Generally, employees are responsible for implementation of a program, e.g., wildlife, fisheries, habitat, etc., within a specific region of the state.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. Plans, organizes, conducts and supervises complex and significant specialized wildlife research, disease and parasite investigations and/or environmental projects in the field or laboratory. Supervises analysis of collected information and develops recommendations and reports of wildlife surveys, habitat evaluations, special studies, environmental inventories and/or estimates. Uses specialized methods and automated data processing techniques in compiling and analyzing collected data. Ensures data bases maintained. Formulates and presents wildlife research findings and recommendations. Develops and recommends policies and procedures. Writes work process manuals. Prepares wildlife and habitat management plans individually or as part of a team. Plans manpower and equipment needs. Develops budget request. Writes grant requests. Administers funds. Ensures maintenance of project related tools, equipment and supplies. Supervises, coaches and mentors subordinate personnel. Ensures staff competency and development. Oversees, assists, and trains volunteers and others. Informs and advises agency management within scope of activity. Operates, maintains and repairs a variety of specialized equipment common to wildlife work. Prepares material for publication in technical journals and magazines, for the media or for presentation to scientific conferences, department personnel, other agencies, the general public and/or the media. Works with public and private interested parties. May serve on related committees. Reviews popular and technical publications to maintain proficiency in specialty fields. Prepares periodic detailed study plans and research progress and other reports. Participates in outreach activities. May conduct low level aerial wildlife surveys.

**WORK CONDITIONS:** Work irregular hours, including weekends, holidays, and/or at night. Work indoors and outdoors. Percentage of time spent indoors and outdoors depends on assignment and/or seasons. Indoor work generally performed in an office and/or laboratory and may require long periods of concentration on details. Outdoor work may be in any part of the state with its geographic and weather

extremes. Generally outdoor work includes hiking, backpacking, and using various transportation modes (e.g., boat, plane, ATV, horse, mule, on foot). Outdoor work can involve exposure to animal and wilderness dangers. May require other activities such as camping out for extended periods, climbing trees or dams and/or entering mines. May require lifting and carrying 50 pounds or more, sometimes for extended periods.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSAs):**

**Knowledge of:** Wildlife science and wildlife management and best practices. Job-related federal, state and agency rules, regulations, policies and procedures. Scientific data collection procedures and report writing techniques. Work supervision and leadership techniques, including coaching, mentoring and staff development

**Skill in / Ability to:** Apply wildlife science and best practices as appropriate to assignment, e.g., habitat evaluations, field investigation, species identification, species habitat requirements, ecological support systems, etc. Apply job-related federal, state and agency rules, regulations, policies and procedures. Apply scientific data collection procedures and report writing techniques. Plan and execute wildlife-related programs. Apply work supervision and leadership techniques, including coaching, mentoring and staff development. Develop and maintain working relationships with the public and various governmental and special interest groups. Provide appropriate customer service within and outside the agency to a variety of individuals and private and public groups. Communicate orally and in writing. Work irregular hours, including on weekends and holidays and at night. Use agency radio system, GIS, GPS locator, computers, cameras and specialized equipment common to wildlife work. Apply basic survival and first response (medical assistance) skills. Work outdoors in extreme weather and/or isolated conditions. Use various modes of transportation, such as horses, mules, boats, four-wheel drive, ATVs

KSAs are typically obtained through experience and/or education in:

- Wildlife science or related field.

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

**Special Selection Factors:** Bachelor's degree in a wildlife science or related field as defined by Arizona Game & Fish. Possession of and ability to maintain valid Arizona driver's license appropriate to assignment. Must pass post-offer medical/physical examination. Specialty area will be announced during the recruitment process.