

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV36109</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>22</b>
<b>Workers Comp Code:</b>	<b>7720</b>		
<b>Job Code Established:</b>	<b>07/01/06</b>	<b>Effective Date:</b>	<b>07/01/06</b>
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

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

**JOB CODE TITLE:** WILDLIFE SPECIALIST STATEWIDE SUPERVISOR

**HRIS TITLE:** WILDLIFE SPCT STWD SPVR

**CHARACTERISTICS OF THE JOB CODE:** Supervises and coordinates a staff of wildlife specialists and their assistants engaged in complex wildlife research, management and/or environmental studies in the field and laboratory. Coordinates and monitors wildlife study plans, programs and procedures. Provides coordination inside and outside the agency to ensure successful statewide program implementation. The Wildlife Specialist Statewide Supervisor is the second of two supervisory levels of the specialist series. At this level, employees generally develop and administer statewide programs and are responsible for statewide strategic planning and establishing statewide programmatic priorities. Employees are responsible for ensuring all related activities, e.g., budgetary, fiscal, planning, outreach, etc. are completed appropriately.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. Coordinates and supervises the activities of subordinates. Coaches and mentors subordinate staff. Ensures staff competency and development. Supervises and monitors wildlife study plans, programs, and procedures. Reviews, edits, evaluates and/or approves survey data, technical reports and publications. Develops and/or reviews wildlife management plans and guidelines. Prepares and/or reviews 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. Provides expert advice to agency management, including recommendations for strategic direction. Negotiates contracts, memorandums of understanding, intergovernmental agreements, etc. Ensures all program-related administrative matters, e.g., budget, finances, reports, etc. are appropriately handled. May operate a variety of specialized equipment common to wildlife work. May occasionally act as Branch Manager.

**WORK CONDITIONS:** Work irregular hours, including weekends, holidays, and/or at night. Work is primarily indoors and may require long periods of concentration on details. Outdoor work generally consists of field site visits that may be in any part of the state with its geographic and weather extremes and may require using various transportation modes (e.g., boat, plane, ATV, horse, mule, on foot). Outdoor work could involve exposure to animal and wilderness dangers.

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

**Knowledge of:** Wildlife science and wildlife management and best practices. Federal, state and agency rules, regulations, policies and procedures. Work supervision principles and leadership techniques, including coaching, mentoring and staff development. Public relations, negotiation and customer service principles and techniques

**Skill in / Ability to:** Apply job-related federal, state and agency rules, regulations, policies and procedures. Plan and execute wildlife-related programs. Apply work supervision and leadership techniques, including coaching, mentoring and staff Apply wildlife science and management best practices as appropriate to supervisory assignment development. Develop and maintain working relationships with the various governmental agencies, special interest groups, the media and the public. Provide appropriate public relations and customer service within and outside the agency to a variety of individuals and private and public entities. Communicate orally and in writing. Negotiate with public and private entities and individuals. Work irregular hours, including on weekends and holidays and at night. Perform field site visits, sometimes in extreme weather and/or isolated conditions. Use various modes of transportation, such as horses, mules, boats, four-wheel drive, ATVs and specialized equipment common to wildlife work, as needed.

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. Specialty area will be announced during the recruitment process.