



## DWFP-CONSERVATION ASSOCIATE BIOLOGIST

### **CHARACTERISTICS OF WORK:**

This is entry-level, professional biological management work in the fields of wildlife, fisheries, ecology and natural resources conservation in the Department of Wildlife, Fisheries and Parks. Characteristic duties include responsibility for investigation, collection and evaluation of field or laboratory data; and, conservation development, management and restoration activities related to state-owned and leased lands, wildlife management areas, and waterfowl areas or state parks/lakes, ponds, reservoirs and other public waters. Work is planned or outlined and performed under the close supervision of a higher-level biologist or an administrative or technical superior. Incumbents at the entry level may act as project assistants in the performance of related duties, and supervision may be exercised over subordinate workers.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Bachelor's Degree from an accredited four-year college or university in Wildlife/Fisheries, Ecology/Biology or in Wildlife/Fisheries Conservation/Management;

OR

#### **Education:**

A directly related degree field with thirty (30) semester hours in the wildlife/fisheries emphasis.

### **Required Document(s):**

Applicant must provide employing agency evidence of completion of education requirements and a valid copy of his/her transcript to verify course work, when applicable.

#### **Note:**

Applicant must possess and maintain a valid Mississippi Driver's License.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Heavy Work:** May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls; and reach with hands. The incumbent is frequently required to stand; sit; walk; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to climb or balance.

**COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

**PUBLIC SECTOR COMPETENCIES:**

**Integrity:** Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

**Accountability:** Accepts responsibility for actions and results.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

#### **TECHNICAL COMPETENCIES:**

**Technical Communication:** Effectively conveys usable information through writing or speech about a specific topic to an intended audience.

Assist in providing technical assistance to sportsmen's groups, clubs, conservation and community organizations and the general public in resource management, habitat improvement, pond management and determination of harvest quotas. Responds to requests for information either verbally or in writing.

**Critical Thinking:** Uses logic and reasoning to identify, analyze, and evaluate the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Gathers and assesses relevant information, using abstract ideas to interpret it effectively. Comes to well-reasoned conclusions and solutions, testing them against relevant criteria and standards.

**Project Management:** Performs a collaborative process of collection, investigation, and/or management of relevant analyses in order to report conclusions related to wildlife, fisheries, and natural resources management.

Participates in routine research projects, investigations and aquatic/biological studies in which the scope and objectives are established and based on standardized procedures; participates in formulating preliminary recommendations related to resource management. Assists in development, management and restoration projects for state-owned or leased lands; wildlife management areas; waterfowl areas; state parks/lakes; ponds; reservoirs and public waters; and, cooperative projects with federal, state or local agencies and conservation organizations. Implements conservation management program goals and objectives; resource preservation and enhancement practices; conservation management methods and techniques.

**Conservation Biology:** Possesses proficiency in the preservation and conservation of genetic variation in living organisms.

Maintains commitment to preserve the natural resources of Mississippi. Participates in wildlife species or fish inventories, stream surveys, creel surveys, browse and mast surveys, population censuses, distribution and migration studies, prey and forage studies, age and growth studies, studies of mortality rates. Assists in banding, tagging, counting, trapping, netting, shocking and sampling activities; managed hunts; relocates or stocks (re-stocks) various species. Assists in collecting specimens, biological and harvest data for wildlife species or aquatic and fish samples for primary analysis; collects data on depth, temperatures and flow of water in streams or other bodies of water; compiles and reports collection data.

**Report Writing:** Assists in documenting information obtained through analysis in a clear and legible manner.

Assists in providing information for reports.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Investigates and reports data by using sampling machines, equipment and instruments.
2. Ensures the protection of wildlife, fisheries and natural resources.
3. Provides sportsman and general public with information on various topics.
4. Implements and maintains various administrative functions.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Participates in routine research projects, investigations and aquatic/biological studies in which the scope and objectives are established and based on standardized procedures; participates in formulating preliminary recommendations related to resource management.

Participates in habitat evaluations and ecological surveys; compiles and reports findings and observations.

Assists in the investigation of environmental impact of construction, dredging, channel maintenance, stream bank stabilization, soil and water conservation projects, gravel mining and related operations on wildlife, fisheries and natural resources management.

Participates in wildlife species or fish inventories, stream surveys, creel surveys, browse and mast surveys, population censuses, distribution and migration studies, prey and forage studies, age and growth studies, studies of mortality rates.

Assists in banding, tagging, counting, trapping, netting, shocking, and sampling activities; manages hunts; relocates or stocks (re-stocks) various species; collects data on depth, temperatures and flow of water in streams or other bodies of water; and compiles and reports collection data.

Prepares technical and non-technical reports from survey and field data; assists in compiling annual harvest information; hunting, fishing and recreational participation; resource usage; resource pressures, etc.; utilizes computer-based programs to enter survey and field data.

Operates and maintains a variety of equipment, including but not limited to: motorized vehicles, all-terrain vehicles, winches, boats, motors, audio-visual equipment, two-way radio and communications equipment, nets, traps, sampling gear, hand and power tools, laboratory and field testing equipment.

Implements conservation management program goals and objectives; resource preservation and enhancement practices; conservation management methods and techniques.

Assist in evaluation and improvement of terrestrial and aquatic habitats on state-owned or leased lands; wildlife management areas, waterfowl areas; state parks/lakes; ponds; reservoirs and public waters; and, cooperative projects with federal, state or local agencies and conservation organizations.

Assists in providing technical assistance to sportsmen's groups, clubs, conservation and community organizations and the general public in resource management, habitat improvement, pond management and determination of harvest quotas.

Participates in informational and educational programs and in-service training on wildlife, fisheries, ecology and natural resources conservation methods and practices.

Responds to requests for information either verbally or in writing.

Assists in development, management and restoration projects for state-owned or leased lands; wildlife management areas; waterfowl areas; state parks/lakes; ponds; reservoirs and public waters; and, cooperative projects with federal, state or local agencies and conservation organizations.

Assists in making preliminary recommendations on seasons; bag or slot limits; specific state parks/lakes or management areas rules and regulations; hunting and fishing regulations.

Reviews and coordinates co-workers' job performance in order to obtain data and to ensure understanding of project goals.

Completes various reports related to time, attendance and activities; vehicle usage, expenses and repairs; federal aid reimbursement projects.

Maintains property inventory of assigned field and facility equipment.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.