



## **DWFP-CONSERVATION RESOURCE BIOLOGIST**

### **CHARACTERISTICS OF WORK:**

This is professional and scientific biological research, management and administrative 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 management and research work at an advanced level; and, coordinating multiple conservation development, management and restoration projects or directing a major research/program area. The work includes planning, coordinating and supervising research and management projects within a specialized field or geographic region within a district. Incumbents may work independently on research projects or conservation management programs of considerable scope and difficulty which require application of advanced assessment and analytical methodologies and technical skills. Work is performed under minimal supervision of an administrative or technical supervisors; work is planned and reviewed and progress evaluated in planning sessions and conferences with supervisors. Supervision may be exercised over subordinates.

### **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 Master's Degree from an accredited four-year college or university in Wildlife/Fisheries Ecology/Biology or in Wildlife/Fisheries Conservation/Management;

**AND**

#### **Experience:**

One (1) year of work experience directly related to the described duties.

#### **Substitution Statement:**

Directly related education above the Master's Degree and directly related experience may be substituted on an equal basis.

**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.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 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.

**Taste/Smell:** Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

**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 and arms. The incumbent is frequently required to stand; walk; and sit. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

**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.

Reviews requests for technical assistance from sportsmen's groups, clubs, conservation and community organizations, landowners and the general public; plans and provides technical assistance in resource management, habitat improvement, pond management and determination of harvest quotas; monitors resource and user group plans. Responds to requests for information either verbally or in writing related to program policies, activities and regulations. Plans, develops and presents informational and educational programs, in-service training or demonstrations on wildlife, fisheries, ecology and natural resources conservation, ecological and environmental issues and concerns; participates in public hearings, forums and technical meetings related to conservation and resource management topics.

**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.

Conducts and supervises development, management, restoration and research activities in a geographic region within a district or in a major research/program area. Plans, coordinates,

executes and supervises aquatic/biological research and management projects/programs designed to conserve, manage, restore and protect wildlife, fisheries and natural resources; assists federal and state agencies and municipalities in cooperative project activities. Conducts complex and advanced level scientific studies and research projects; formulates recommendations related to resource management. Coordinates multiple projects for development, management and restoration of state-owned or leased lands; waterfowl areas; state/park lakes; ponds; reservoirs and public waters; and cooperative projects with federal, state or local agencies, universities and conservation organizations. Directs project/program development and operations, i.e., proposal, planning, implementation, coordination, evaluation and reporting.

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

Conducts investigations of and analyzes mortality factors, diseases or fish kills to determine cause; reports extent, contributory factors; makes recommendation for appropriate eradication procedures, methods for intervention and prevention. Conducts environmental assessments; reviews 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. Develops and coordinates conservation management programs; recommends resource preservation and enhancement practices and conservation management methods and techniques; determines methods of controlling undesirable plant, wildlife and fish species. Coordinates and conducts 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. Coordinates and supervises banding, tagging, counting, trapping, netting, shocking and sampling activities; managed hunts; re-locates or stocks (re-stocks) various species. Coordinates the collection of specimens, biological and harvest data or aquatic and fish samples for analysis; supervises the collection of data on depth, temperatures and flow of water in streams or other bodies of water; compiles and analyzes collection data.

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

Prepares statistical analyses, technical and non-technical reports and papers from research projects, surveys and field data; compiles annual harvest information; hunting, fishing and recreational participation; projected trends in resource usage, resource pressures, etc.; utilizes computer-based programs to enter research, survey and field data. Makes recommendations on seasons; bag or slot limits; specific state parks/lakes or management areas rules and regulations; hunting and fishing regulations; state and federal conservation laws and regulations; proposes draft policies and operating procedures. Conducts literature reviews and summarizes information for use in project/program proposals, technical and non-technical reports, articles and evaluation of current management practices.

**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. Collects various data to aid in the management of species using sampling machines, equipment, and instruments.
2. Analyzes and summarizes data.
3. Provides sportsman and general public with information on various topics.

4. Conducts and supervises development, management, restoration, and research activities in a geographic region within a district or in a major research/program area.

**EXAMPLES OF WORK:**

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

Plans, coordinates, executes and supervises aquatic/biological research and management projects/programs designed to conserve, manage, restore and protect wildlife, fisheries and natural resources; assists federal and state agencies and municipalities in cooperative project activities.

Conducts complex and advanced level scientific studies and research projects; formulates recommendations related to resource management.

Conducts investigations of and analyzes mortality factors, diseases or fish kills to determine cause; reports extent, contributory factors; makes recommendation for appropriate eradication procedures, methods for intervention and prevention.

Conducts environmental assessments; reviews 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.

Coordinates and conducts 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.

Coordinates and supervises banding, tagging, counting, trapping, netting, shocking and sampling activities; managed hunts; re-locates or stocks (re-stocks) various species. Coordinates the collection of specimens, biological and harvest data or aquatic and fish samples for analysis; supervises the collection of data on depth, temperatures and flow of water in streams or other bodies of water; compiles and analyzes collection data.

Makes recommendations on seasons; bag or slot limits; specific state parks/lakes or management areas rules and regulations; hunting and fishing regulations; state and federal conservation laws and regulations; proposes draft policies and operating procedures.

Reviews research and technological advancements; evaluates new designs and applications of specialized equipment.

Maintains property inventory of field and facility equipment assigned to projects/program.

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

Determines project work priorities and assignments in accordance with established goals and objectives; coordinates and approves work, holiday, and leave schedules; participates in strategic planning to develop long-range objectives and priorities.

May review and evaluate subordinates' job performance; recommends performance improvement plans and supplemental training to ensure performance standards are met.

Makes personnel-related recommendations through the chain-of-command, to include staff development, employment, promotion, termination and disciplinary action.

May compile and prepare annual work plans, annual and year-end reports and projects/program budget requests; authorizes purchases of equipment, commodities and services; monitors expenditures of funds allocated to projects/program by project and budget category.

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

Reviews requests for technical assistance from sportsmen's groups, clubs, conservation and community organizations, landowners and the general public; plans and provides technical assistance in resource management, habitat improvement, pond management and determination of harvest quotas; monitors resource and user group plans.

Conducts literature reviews and summarizes information for use in project/program proposals, technical and non-technical reports, articles and evaluation of current management practices.

Prepares statistical analyses, technical and non-technical reports and papers from research projects, surveys and field data; compiles annual harvest information; hunting, fishing and recreational participation; projected trends in resource usage, resource pressures, etc.; utilizes computer-based programs to enter research, survey and field data.

Makes recommendations on seasons; bag or slot limits; specific state parks/lakes or management areas rules and regulations; hunting and fishing regulations; state and federal conservation laws and regulations; proposes draft policies and operating procedures.

Plans, develops and presents informational and educational programs, in-service training or demonstrations on wildlife, fisheries, ecology and natural resources conservation, ecological and environmental issues and concerns; participates in public hearings, forums and technical meetings related to conservation and resource management topics.

Responds to requests for information either verbally or in writing related to program policies, activities and regulations.

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

Directs project/program development and operations, i.e., proposal, planning, implementation, coordination, evaluation and reporting.

Plans and coordinates habitat evaluations, river basin studies, ecological surveys and land/water access reviews; compiles, analyzes and interprets findings; performs complex evaluations, surveys and special studies.

Develops and coordinates conservation management programs; recommends resource preservation and enhancement practices and conservation management methods and techniques; determines methods of controlling undesirable plant, wildlife and fish species.

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.