

**GENERAL DESCRIPTION OF THE CLASS**

The SUPERVISING FISH AND WILDLIFE BIOLOGIST plans, directs, and coordinates research or management of specific aspects of fish and wildlife resources or technology; supervises employees in the day-to-day field activities of gathering data pertaining to specific aspects of fish or wildlife resources and handling public inquiries and complaints. All positions in this class are excluded from collective bargaining.

**DISTINGUISHING FEATURES**

This is a single classification and not currently part of a series of classes.

**DUTIES AND RESPONSIBILITIES**

Employees in this class supervise employees gathering data for research and management projects within geographic districts and/or direct research and management of fish and wildlife projects. Allocation of positions to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below.

- 1. Supervision.** Typical tasks: plans, assigns, and reviews work of assigned staff; adjusts work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads; evaluates employee performance and prepares performance appraisals; assesses training needs of staff and arranges for or provides appropriate instruction; provides initial orientation to new employees; reviews applicant's credentials, participates in the interview process, and hires or effectively recommends hiring of staff; resolves personnel problems, complaints, and formal grievances at the first level; disciplines and rewards employees; counsels employees in work-related activities, personal growth, and career development.
- 2. Project Activities.** Typical tasks: determines project staffing needs, priorities, timeframes, and other logistics such as sites at which surveys will be conducted; actively monitors the day-to-day activities of employees engaged in gathering data for research and management projects such as: 1) inventorying and monitoring fish or wildlife species population, determining population composition and trends including yearly production and mortality rates and male/female sex ratio, 2) measuring trends in numbers and success of hunters and anglers, 3) collecting fish scales for examinations by biologist; provides technical assistance to subordinates by resolving problems, such as difficult wildlife damage complaints or controversial conservation issues with planning commissions; conducts ongoing review of project to ensure scientific validity of methods and results; writes proposals to request funds for projects from sources such as the Federal government, private industry, or special interest groups.
- 3. Data Evaluation and Report Preparation.** Typical tasks: reviews data and preliminary reports submitted by subordinates; evaluates findings; finalizes report which includes methods of research, objectives, findings and recommendations; confers with other biologists at staff meetings to discuss findings, and final recommendations; writes monthly and annual reports on status of ongoing projects.
- 4. Liaison Activities.** Typical tasks: acts as agency liaison and spokesperson to public; responds to requests for information or complaints such as wildlife damage to private property; identifies species

causing damage and extent of damage; discusses with property owner alternatives for solution such as trapping and transplanting animal to another location or issuing a kill permit; provides protection devices such as traps, fences, or animal repellants; conducts seminars and presentations on fish and wildlife issues to schools, civic groups, and special interest groups such as hunters, anglers or loggers, disseminates information to news media; coordinates volunteer programs to obtain public assistance in enhancing fish and wildlife habitats; represents State on interstate and international committees and councils such as the Pacific Fishery Management Council or the U.S./Canada Treaty Management Committee giving technical input and influencing committee members to accept agency position; meets with planning agencies (city councils, county commissions, planning departments) to present environmental recommendations and, when necessary, influence decisions.

**5. Miscellaneous.** Typical tasks: prepares unit's budget by tracking expenditures and projecting needs; conducts inventory of supplies and equipment; requisitions additional supplies or purchases on own up to authorized spending limit; troubleshoots and makes minor repairs to equipment such as microscopes, computers, cars, all-terrain vehicles, boats, and animal traps; posts hunting and fishing regulations and boundary notifications; maintains and updates knowledge of fish and wildlife issues by attending seminars and conferences and reading current literature.

## **RELATIONSHIPS WITH OTHERS**

Employees in this class have daily in-person contact with the public, special interest groups (hunters, anglers, and loggers), and representatives of interstate and international committees to obtain or give information, respond to inquiries or complaints, or to espouse State or agency policy and viewpoints. Employees in this class have occasional in-person or telephone contact with vendors when purchasing supplies, with the news media when providing information, and with others interested in fish and wildlife when attending seminars and conferences.

## **SUPERVISION RECEIVED**

Employees in this class receive general direction from an administrative superior who reviews work in weekly meetings and/or through monthly status reports. Work is reviewed for compliance with State and Federal laws and regulations pertaining to wildlife and game, fishing, land-use and land management, environmental control, water rights, and the application of pesticides and herbicides. Work is also reviewed for adherence to agency policy and guidelines.

## **SUPERVISION EXERCISED**

Employees in this class provide direct general supervision to fish and wildlife biologists and/or fish and wildlife technicians who assist in the management and research of fish and wildlife resources and technology. Employees in this class may also supervise seasonal employees.

## **GENERAL INFORMATION**

Positions are found in central and remote locations throughout the State. They require the willingness to work within the environment associated with the position's location.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

Extensive knowledge of the relationships of organisms to their environment including nutrition and forage requirements, interrelationship with others of same or different species, and prey-predator relationships, habitat requirements, and the effects of man's activities on these requirements.

General knowledge of biological sciences.

General knowledge of research methods including sampling techniques, statistical approaches, data analysis.

General knowledge of wildlife population dynamics.

General knowledge of identification of fish or wildlife species.

Skill in presenting information and research findings orally and in writing to the public and professional groups.

Skill in the operation of motor vehicles or boats.

Skill in organizing and prioritizing projects.

Skill in conducting seminars, meetings, and other presentations.

Ability to review and edit scientific reports.

Ability to supervise (e.g., hire, train, assign and review work, motivate, prepare performance evaluations, and handle disciplinary actions).

Ability to negotiate contracts, agreements and to develop the associated basic financial plans.

Ability to develop, present and monitor budget for assigned unit.

Ability to maintain relationships and influence representatives of State and Federal agencies, private industry, special interest groups, and the public to cooperate with conservation measures.

Ability to work outdoors in inclement weather and walk over rough terrain.

Ability to maintain and make minor repairs to equipment.

Some positions in this class may require one or more of the following:

General knowledge in area of specialization (e.g., genetics, estuarine ecology, wildlife parasites, and diseases).

General knowledge of life histories of specific fish or wildlife species.

General knowledge of land use planning and forest practices.

Skill in operation of computers in research.

Ability to identify damage and extent of damage caused by certain species and recommend corrective action.

Ability to develop harvest data and recommendations.

Ability to develop and design research projects.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/88

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.