



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
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| WILDLIFE STAFF SPECIALIST | 38 | B | 1.712 |

Under general direction, Wildlife Staff Specialists perform program research, planning, analysis and evaluation; draft proposed legislation, policies, procedures and regulations related to wildlife management programs and activities throughout the State.

Develop drafts of policies, procedures, position statements, policy plans, regulations and agreements; review current information, procedures, policies and plans; evaluate needs and research alternatives; identify problems and assess potential solutions; write and revise proposals and submit for final approval in order to resolve problems and issues and implement new methods.

Participate in developing program budgets; collect and analyze financial and statistical data; assess needs and available resources; develop and institute schedules and procedures for data collection; assess and document budgetary requirements; prioritize needs; review, modify and draft budget proposals; develop equipment specifications; and submit to the supervisor in order to plan for future operations.

Develop program plans; outline goals and program requirements; develop and implement research proposals and projects; develop five-year, biennial and annual plans; establish timelines and objectives; and monitor and evaluate progress.

Research, develop, prepare and coordinate grant application proposals to secure federal funding in accordance with federal guidelines; and amend federal aid grants based on program changes and direction.

Coordinate and direct assigned programs; compile, analyze and interpret research and survey data; develop and maintain databases; document facts, draw conclusions and submit recommendations for action; prepare summary narrative and statistical reports; establish training requirements and document training needs; coordinate findings and plans with other governmental agencies; disseminate information to field personnel, State and federal agencies and the general public; present and defend final proposals before special interest groups, community organizations, commissions, committees and other groups.

Provide the public and scientific community with information by developing pamphlets, wildlife plans, technical papers and other publications; research, compile and organize information; respond to inquiries or requests for information; communicate with governmental agencies and organizations and concerned special interest groups; coordinate and plan printing, publishing and distribution; prepare information for release to the media to educate the public regarding wildlife issues and enhance community relations.

May train, supervise and evaluate the performance of subordinate staff as assigned.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS**SPECIAL REQUIREMENTS:**

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * A pre-employment criminal history check and fingerprinting is required.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in wildlife management, biology or closely related field and four years of professional experience that included organizing, planning and completing management studies, writing technical reports and preparing species or land use management plans and recommendations related to wildlife management; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Biologist III in Nevada State service.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: the general life histories, ecology, habitats and population dynamics of wildlife species; statistical analysis and techniques; research techniques/principles such as population modeling, etc.; federal aid manuals and guidelines. **General knowledge of:** current technological solutions related to wildlife management applications. **Ability to:** read, understand and interpret documents, technical papers, manuals and scientific journals; collect, tabulate and analyze data; communicate effectively both orally and in writing with various groups who have diverse interests to respond to inquiries regarding programs and policies; apply theoretical principles into practical applications for research and management programs; interpret field data and formulate appropriate management strategies; identify management problems and develop procedural solutions; identify research needs and develop programs to meet management needs; maintain effective working relationships with the public, staff and other agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Nevada geography including agency game management areas; applicable Nevada Revised Statutes, Nevada Administrative Codes, State Board of Wildlife Commissioners' policies and procedures, departmental and division policies and procedures and federal regulations; State budgeting and fiscal practices needed to provide input into the agency program budget; funding structure and the federal aid budget requirements for proper fiscal documentation of new and continuing projects; State and agency contractual procedures to develop, obtain approval and control compliance with contracts for services; needed materials and equipment, vendors, pricing and purchasing procedures; other State and federal agencies' policies and procedures as they interact with the goals and objectives of the agency. **Ability to:** make technical presentations for training seminars; manage training programs to include identifying needs, planning and coordinating instructors; operate computers and associated software; and supervise and train staff as assigned.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

1.712

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| ESTABLISHED: | 8/1/68 |
| REVISED: | 6/15/72 |
| REVISED: | 11/16/72 |
| REVISED: | 12/2/76 |
| REVISED: | 7/1/87-P |
| | 10/17/86PC |
| REVISED: | 7/1/97P |
| | 6/4/96PC |
| REVISED: | 7/2/01R |
| | 1/25/02UC |
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