



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> |
|-----------------------------|--------------|--------------|--------------|
| CONSERVATION AID III | 23 | E | 1.790 |
| CONSERVATION AID II | 21 | E | 1.791 |
| CONSERVATION AID I | 20 | E | 1.747 |

SERIES CONCEPT

Conservation Aids assist professional staff in a variety of projects involving the conservation and preservation of the State's natural resources.

Perform creel census surveys at boat landings or shorelines; obtain and record data regarding the number of individuals fishing, state of residence, number of hours fishing, type of fishing method used, location of catches and species sought; identify species, sex, and number of fish caught; weigh and measure fish; collect, label, store and transport fish stomach samples and scales for laboratory analysis as assigned.

Conduct standardized stream survey and inventory including measurements of habitat attributes utilizing standard methods; perform electroshocking procedures consistent with the physical stream characteristics; operate motor vehicles and semi-technical equipment.

Assist with the operation of hunter check stations; request appropriate hunting license, tag, or permit; record species and numbers taken through bag checks and species identification; complete forms and record information for wildlife harvest analysis.

Assist in a variety of conservation education and public relations activities; contact volunteers and coordinate workshops, demonstrations, and instructional presentations; register participants; prepare visual aids and equipment.

Assist with surveys to obtain wildlife population data; identify wildlife species and count males, females and broods; trap, tag, mark and classify wildlife by size; participate in wildlife surveys, observation and transplants; assist in hauling and planting fish.

Assist in conducting surveys related to range and forest health, air and water quality, insect populations and soils; identify species and the condition of trees and shrubs; record and enter data in order to assess environmental and ecological conditions and changes.

Assist in habitat management projects including erosion control, building dikes and dams, clearing brush and controlling water levels.

Participate in resource conservation projects such as timber stand improvement, timber harvest, insect and disease abatement, vegetative fuels reduction, tree planting, reclamation of damaged lands, riparian enhancement, watershed and range improvement, wildlife habitat enhancement and park maintenance.

Perform a variety of clerical support duties; answer telephones and greet the public; verify information and complete forms; enter data in computer equipment; maintain records, duplicate materials, and operate office machines.

Perform related duties as assigned.

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CLASS CONCEPTS

Conservation Aid III: Under general supervision, incumbents perform a variety of duties related to the conservation and preservation of natural resources as outlined in the series concept. This is the journey level in the series.

Conservation Aid II: Under the supervision of professional staff, incumbents in the Conservation Aid II class continue to receive training in performing assigned duties and assist in conducting surveys, studies and other projects. This is the continuing trainee level in the series, and progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

Conservation Aid I: Under direct supervision of professional staff, incumbents in this class receive training in performing part of the duties described in the series concept. This is the entry level in the series, and progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Work may be performed under adverse weather conditions and include extensive walking under difficult conditions, and camping in remote, primitive locations.

CONSERVATION AID III

EDUCATION AND EXPERIENCE: Graduation from high school and one year of experience in resource conservation projects or wildlife management projects such as assisting with creel census, surveys, identifying fish and wildlife species, vegetation management or similar work; **OR** six months of experience as a Conservation Aid II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: basic fish anatomy; operation of motor vehicles, office machines, and hand and power tools; application of standardized data gathering techniques. **Ability to:** assist professional staff in conducting conservation related studies and projects by independently collecting data; assist in conducting surveys of wildlife, forest health and other conservation related studies; identify species of plants and animals; communicate effectively with others; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
General knowledge of: applicable sections of Nevada Revised Statutes, Nevada Administrative Code, department policies and procedures and Commission policies and procedures specific to the assignment.

CONSERVATION AID II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and six months of experience assisting in resource conservation projects or wildlife management projects; **OR** completion of 15 college credits in wildlife management, biology, or closely related field; **OR** six months of experience as a Conservation Aid I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Informational Note)*

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MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION AID II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: basic principles utilized in conserving natural resources; basic math calculations. **Ability to:** work outdoors in varying weather conditions and terrain; operate basic hand and power tools; work cooperatively with others; maintain routine records and complete standardized forms; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Conservation Aid III).

CONSERVATION AID I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: basic math and measuring techniques; recordkeeping methods. **Ability to:** read and follow oral and written directions; communicate orally with co-workers and the public; assist professional staff in conservation related projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Conservation Aid II).

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.

| | <u>1.790</u> | <u>1.791</u> | <u>1.747</u> |
|--------------|-----------------------|-----------------------|--------------------------|
| ESTABLISHED: | 7/1/87P 10/17/86PC | 7/1/87P 10/17/86PC | 1/1/61 |
| REVISED: | | | 7/1/62 |
| REVISED: | | | 12/19/85-12 |
| REVISED: | | | 7/1/87-12P 10/17/86PC |
| REVISED: | 7/1/97P 6/4/96PC | 7/1/97P 6/4/96PC | 7/1/97P 6/4/96PC |
| REVISED: | 5/18/12PC | 5/18/12PC | 5/18/12PC |