



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>
BIOLOGIST IV	37	B	1.724
BIOLOGIST III	35	B	1.729
BIOLOGIST II	33	B	1.734
BIOLOGIST I	30	B	1.737

SERIES CONCEPT

Biologists conduct fisheries, wildlife, botanical and/or habitat management projects and research studies including data collection, analysis and interpretation; develop and implement project proposals and work plans; prepare recommendations; and participate in public relations activities.

Supervise and participate in wildlife, botanical and habitat studies to protect and preserve the State's wildlife and natural resources; conduct wildlife surveys and inventories to determine a population's composition, productivity, reproductive status and condition in order to develop recommendations regarding hunting seasons, stocking practices and bag limits or determine conservation status.

Organize and implement fish, wildlife, botanical and habitat surveys; identify survey areas and schedule required personnel, equipment and supplies; collect data using a variety of techniques and equipment such as field observation, helicopter and fixed-wing aircraft, electroshocking, population marking, tagging, angler/hunter questionnaires, bag checks and creel surveys.

Analyze data by applying mathematical and statistical formulas to calculate population status; prepare species distribution and density maps; evaluate trend data and document the status and management needs of fish, wildlife, botanical and habitat resources; prepare species and habitat management recommendations and technical reports.

Provide survey data and analysis as input to land management planning processes; review and evaluate established and proposed land, water and resource use documents; prepare correspondence and technical reports concerning the issues and consequences of proposed actions; appear before regulatory, governing and advisory boards and commissions to explain and defend the agency's position and answer questions.

Manipulate fish and wildlife populations and habitats by introducing species into suitable habitats consistent with biological and social constraints; bait and trap, tranquilize, radio collar or band wildlife and transport to selected locations; modify habitats in order to meet resource needs and associated uses; monitor released animals to assess project results.

Investigate and assess damage caused by wildlife upon private property and public lands; recommend appropriate courses of action to mitigate or resolve the problem.

Draft species management plans; develop season and harvest recommendations and implement related regulations; analyze and evaluate data, reports and proposals; make program recommendations in accordance with consumptive, non-consumptive and recreational needs of the public and the preservation of wildlife resources and habitats.

Coordinate State and regional level activities with other federal and State agencies, special interest groups and the public; represent the department and provide information to the public and governmental entities; make presentations; appear before governmental and regulatory bodies; prepare press releases and interact with the media; may serve on committees for the Board of Wildlife Commissioners.

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SERIES CONCEPT (cont'd)

Perform related duties as assigned.

CLASS CONCEPTS

Biologist IV: Under general supervision, incumbents direct the operation of wildlife programs involving game, non-game, fish, botanical, and habitat within a region, in addition to performing the duties outlined in the series concept.

This is the supervisory level in this series. Incumbents train, supervise and evaluate the performance of assigned personnel; identify training needs and ensure proficiency in required areas; prepare work performance standards; assign and review work; provide technical expertise to regional personnel and others, and coordinate with other divisional supervisors in the region for effective agency operations. They also perform administrative duties such as authorizing purchases, allocating funds and monitoring budgets, develop, monitor and administer grants, oversee equipment maintenance, and ensuring compliance with contractual agreements as well as policies and procedures. In addition, they prepare, review and edit job progress reports, incident reports, input reports, project evaluations, grant applications, and letters.

Biologist III: Under general supervision, incumbents perform the duties outlined in the series concept. This is the journey level in the series.

Biologist II: Under supervision, incumbents continue to receive training in conducting fisheries, wildlife and/or habitat management projects and field studies including data collection, analysis and interpretation; development and implementation of project proposals and work plans; preparation of recommendations; and public relations activities.

Biologist I: Under direct supervision, incumbents either:

- 1) receive training in performing the duties outlined in the series concept, or
- 2) perform technical wildlife management duties. Positions may be permanently allocated at this level, and there is no progression to the next level.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * Statewide travel and outdoor work is required.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTES:

- * Work may be performed under adverse weather conditions and include extensive walking under difficult conditions in remote and/or primitive locations.
- * Working on occasional nights and/or weekends may be required.
- * Specialized experience may be required and will be identified at the time of recruitment.

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MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES: (cont'd)

- * Some positions require a valid State of Nevada Commercial Driver's License (CDL) within six months of appointment.

BIOLOGIST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, wildlife management or closely related field and four years of professional experience in wildlife, fisheries or habitat management; **OR** one year of experience as a Biologist III in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: fish, wildlife and habitat management activities including surveys, population analysis, and data analysis. **General knowledge of:** scheduling personnel and equipment to accomplish and report results of wildlife surveys and inventory; basic principles of training and supervision; *and all knowledge, skills and abilities required at the lower levels.*

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

Detailed knowledge of: division policies and procedures specific to the management of wildlife, fisheries, botanical and/or habitat programs; budget and grant development and administration. **Ability to:** plan, organize and evaluate wildlife management projects and research studies in assigned program area; train, supervise and evaluate the performance of assigned personnel; assign and review work; evaluate work projects and results and ensure conformance to established policies.

BIOLOGIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, wildlife management or closely related field and three years of professional wildlife management experience such as conducting research studies including data collection, analysis and interpretation; development and implementation of project proposals for fisheries, wildlife and/or habitat management projects; **OR** two years of experience as a Biologist II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: principles of ecology required to analyze the effect of environmental changes and land use practices on specific fish, wildlife and plant species; survey techniques and equipment; statistical concepts and principles used to analyze data and develop a management strategy; methodology and equipment required to capture, restrain and transport wild animals; pharmacology and use of a variety of drugs administered to capture and treat animals; animal anatomy and physiology; operation of hand and power tools used in construction of wildlife enhancement projects. **Ability to:** write clear and concise technical reports and recommendations; present information to various audiences concerning ecological relationships, division policies and recommendations, and wildlife control; maintain and operate various types of equipment such as nets, clover traps, tranquilizer equipment, gill net, and others; operate and maintain specialized equipment such as 4-wheel drive vehicles, boats, snowmobiles, optical instruments, animal marking and tagging equipment; conduct surveys from the ground, water or air; operate a computer including word processing, spreadsheet, database management and other software; organize and prioritize work assignments; *and all knowledge, skills and abilities required at the lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

BIOLOGIST III (cont'd)

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

Working knowledge of: division policies, procedures and programs to accomplish required tasks; survey techniques needed to collect biological data basic to wildlife management; Nevada Revised Statutes, Title 45, and Wildlife Commission policies and regulations; land management agencies' policies and programs for habitat management, resource planning and memoranda of understanding in order to analyze the effect of practices on wildlife; recreational demands of the public upon federal and State lands; the division's statewide radio system used to communicate with other wildlife personnel.

BIOLOGIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, wildlife management or closely related field and one year of professional wildlife management experience such as conducting research studies including data collection, analysis and interpretation; development and implementation of project proposals for fisheries, wildlife and/or habitat management projects; **OR** one year of experience as a Biologist I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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

General knowledge of: principles of ecology required to analyze the effect of environmental changes and land use practices on specific fish, wildlife and plant species; survey techniques and equipment; statistical concepts and principles used to analyze data and develop a management strategy; methodology and equipment required to capture, restrain and transport wild animals; pharmacology and use of a variety of drugs administered to capture and treat animals; animal anatomy and physiology; operation of hand and power tools used in construction of wildlife enhancement projects. **Ability to:** write clear and concise reports; make oral presentations to various groups; maintain and operate various types of equipment such as entrapment devices; operate and maintain vehicles used in field surveys; participate in surveys from the ground, water or air; operate a microcomputer effectively; *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 Biologist III.)

BIOLOGIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, wildlife management or closely related field; **OR** graduation from high school and two years of technical wildlife management or fisheries experience; **OR** an equivalent combination of education and professional experience in conducting research studies; data collection, analysis and interpretation; and development and implementation of project proposals for fisheries, wildlife and/or habitat management projects. *(See Special Requirements and Informational Notes)*

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

General knowledge of: technical and professional resource material such as biological abstracts and journals; mathematics required for data analysis; basic biological principles needed to formulate management recommendations; basic principles of ecology; scientific research methodology including data collection, analysis and interpretation; habitat requirements and life cycles of wildlife. **Ability to:** communicate effectively both orally and in writing; participate in wildlife surveys and field operations; interpret written materials such as regulations, policy statements and scientific literature related to wildlife; read and interpret a variety of maps; organize data and prepare charts, tables, and graphs; assist in developing and evaluating wildlife management options.

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MINIMUM QUALIFICATIONS (cont'd)

BIOLOGIST I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Biologist 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>1.724</u>	<u>1.729</u>	<u>1.734</u>	<u>1.737</u>
ESTABLISHED:	8/1/68	8/1/68	7/1/97P	8/1/68
REVISED:			6/4/96PC	4/1/70
REVISED:	6/15/72	6/15/72		
REVISED:				8/3/72
REVISED:	7/1/87P	7/1/87P		7/1/87P
	10/17/86PC	10/17/86PC		10/17/86PC
REVISED:		11/15/91PC		11/15/91PC
REVISED:		9/24/93PC		9/24/93PC
REVISED:	7/1/97P	7/1/97P		7/1/97P
	6/4/96PC	6/4/96PC		6/4/96PC
REVISED:	2/10/06PC	2/10/06PC	2/10/06PC	2/10/06PC
REVISED:	5/18/12PC	5/18/12PC	5/18/12PC	5/18/12PC