



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 STAFF SPECIALIST II	36	B	1.810
CONSERVATION STAFF SPECIALIST I	35	B	1.809
CONSERVATION STAFF SPECIALIST TRAINEE II	33	B	1.802
CONSERVATION STAFF SPECIALIST TRAINEE I	31	B	1.801

SERIES CONCEPT

Conservation Staff Specialists assist in developing, formulating, and coordinating programs, policies, and procedures related to areas such as resource management, safety and training, fire management, and policy management pertinent to the assigned area of natural resource management, preservation, conservation, and protection.

Assist in the formulation and development of policies and programs; compile technical data; consult with field personnel; assess needs; develop goals, objectives, and timeframes; write specifications; design and plan activities; evaluate budget provisions; analyze, evaluate, and develop grant proposals; coordinate resources available; and formulate annual work plans for implementation.

Manage contracts, concessions, leases, and agreements; develop, evaluate, monitor, and mediate procurement and implementation of services contracts; oversee statewide concession activities; audit concessionaires and inspect premises to ensure compliance with contract terms; maintain appropriate records and prepare reports.

Review, evaluate and oversee program operations; review reports and statistics; analyze information regarding new technology and methods available; conduct field inspections; assess program quality and results; develop and recommend alternative approaches; develop and revise emergency procedures as needed; prepare summary reports; assess contract provisions, successes and the need for future modifications; study and research programs in other areas; and monitor budget and cost effectiveness in order to meet program objectives and increase efficiency.

Coordinate and implement training programs; evaluate requirements; assess needs; incorporate new equipment and procedures; organize training resources; develop written plans; compile training materials; secure funds; coordinate instructors; maintain records of employee training needs and training completed; and coordinate with related agencies in sharing resources to provide for staff development.

Gather and evaluate information for budget review and requests; summarize program descriptions; prepare justifications; coordinate and organize information on monies generated through program activities; assess requests in terms of statutory requirements; and prepare justifications for new personnel and equipment.

May supervise lower-level professional, technical, and/or administrative staff to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline as required.

Perform related duties as assigned.

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CLASS CONCEPTS

Conservation Staff Specialist II: Under general supervision, incumbents, on a statewide basis, develop, formulate, and coordinate Statewide programs, policies and procedures related to areas such as resource management, safety and training, fire management, and policy management pertinent to the assigned area of natural resource management, preservation, conservation, and protection.

Manage resource management programs; review and develop resource plans, assist in grant development for resource projects and monitor resource actions statewide to ensure compliance with federal and State requirements for resource management.

Coordinate special grant programs; organize and develop program proposals; distribute grant or application forms to entities; negotiate cooperative agreements; review and evaluate completed applications; analyze program objectives; submit applications for final approval; cooperate with other agencies; and maintain records concerning use of funds and program criteria to protect, enhance, and conserve natural resources.

Manage volunteer programs; recruit volunteers and perform background checks; prepare contracts describing work to be done; write job descriptions and train volunteers.

Coordinate division activities with other federal and State agencies, special interest groups and the public; represent the division 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.

This class is distinguished from the Conservation Staff Specialist I by the broader scope of responsibility and additional experience required to coordinate the assigned statewide programs. This is the advanced journey level in the series.

Conservation Staff Specialist I: Under general supervision, incumbents, on a regional basis, develop, formulate, and coordinate programs, policies and procedures related to the assigned area of natural resource management, preservation, conservation, and protection. This is the journey level in the series.

Conservation Staff Specialist Trainee II: Under close supervision, incumbents continue to receive training in performing the duties described in the series concept related to the assigned area of natural resource management, preservation, conservation, and protection. This is the continuing trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

Conservation Staff Specialist Trainee I: Under close supervision, incumbents learn to perform the duties described in the series concept related to the assigned area of natural resource management, preservation, conservation, and protection. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Applicants may be required to pass a thorough medical examination and physical agility test prior to appointment.

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MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

- * Applicants may be required to undergo a background investigation prior to being considered for employment.
- * Some positions require a valid Nevada Class A or B driver's license at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTES:

- * Incumbents may be required to obtain and maintain certification as an Agency Certified Contract Monitor.
- * Some positions require specialized skills and experience in grant management, policy development, equipment and property management, fire and/or resource management, or other natural resource fields and will be identified at the time of recruitment.
- * Current Certification as a Professional in Rangeland Management (CPRM) from the Society of Range Management, current certification as a Certified Forester from the Society of American Foresters, or current certification as an Associate Wildlife Biologist (AWB) from the Wildlife Society is equivalent to one year of professional experience. This certification must be attached at the time of application.
- * Successful completion of the Research Associate Program through the Great Basin Institute will qualify applicants at the Conservation Staff Specialist Trainee II level.
- * One year of experience in the AmeriCorps Program will qualify applicants at the Conservation Staff Specialist Trainee I level.

CONSERVATION STAFF SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, ecology, environmental studies, environmental science, fire management, forestry, geology, natural resource management, parks management, or related field and three years of professional experience in a relevant resource management field that included assisting in developing, formulating, and coordinating programs, policies and procedures; coordinating special grant programs and/or contracts; and coordinating training programs; **OR** graduation from high school or equivalent education and five years of professional experience as described above; **OR** one year of experience as a Conservation Staff Specialist 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):

Working knowledge of: practices and procedures applicable to obtaining and distributing grant funds; wildland and structural fire prevention and suppression; current best practices in natural resource conservation and management; safety practices and principles. **Ability to:** plan, organize, and coordinate one or more statewide programs; establish goals, objectives and timetables consistent with the division's mission; analyze problems and develop and recommend effective solutions; develop and justify budgetary requests; perform statistical and cost management analysis; coordinate and implement training and resource management programs; negotiate contracts, leases and agreements; read, interpret and explain technical documents applicable to assigned programs; communicate effectively both orally and in writing; establish and maintain cooperative working relationships with federal, State and local entities, private contractors, boards and commissions involved in natural resource management and conservation; *and all knowledge, skills, and abilities required at the lower levels.*

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

Working knowledge of: division goals and objectives; appropriate Nevada statutory authorities mandating the conservation of State resources; State Purchasing policies and procedures relating to contract management. **Ability to:** speak effectively and persuasively before groups of people; analyze information, problems,

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MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION STAFF SPECIALIST II (cont'd)

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

situations, practices, and procedures to define problem areas and formulate logical and objective solutions; create and manipulate spreadsheets.

CONSERVATION STAFF SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, ecology, environmental studies, environmental science, fire management, forestry, geology, natural resource management, parks management, or related field and two years of professional experience in a relevant resource management field that included assisting in developing, formulating, and coordinating programs, policies and procedures; coordinating special grant programs and/or contracts; and coordinating training programs; **OR** graduation from high school or equivalent education and four years of professional experience as described above; **OR** one year of experience as a Biologist II, Conservation Crew Supervisor III, Conservation Staff Specialist Trainee II, Fire Captain, Forester II, Nursery Specialist II, or Park Ranger II (Non-Commissioned) 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: natural resources and conservation; ecological concepts; environmental laws, policies and practices; basic fire suppression techniques as applied to grass, brush and forest areas; methods and techniques used in natural resource conservation and management. **Ability to:** plan, organize, and coordinate regional programs; research, secure and administer grants; establish project objectives and timetables; develop and recommend effective solutions to problems in an assigned region; prepare budgetary requests; coordinate and implement resource management programs; develop and manage contracts, leases and agreements; read, interpret and explain technical documents; write grant applications and reports; supervise staff; establish and maintain cooperative working relationships with federal, State and local entities, private contractors, citizens and others involved in natural resource management and conservation; preserve, restore and enhance natural resources; make oral presentations to groups to provide information; promote resource management services to the community; plan and provide resource protection education programs in the community; 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 Staff Specialist II.)

CONSERVATION STAFF SPECIALIST TRAINEE II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, ecology, environmental studies, environmental science, fire management, forestry, natural resource management, parks management, or related field and one year of professional experience in a relevant resource management field as described above; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** one year of experience as a Conservation Crew Supervisor II, Conservation Staff Specialist Trainee I, Firefighter II, Fish Hatchery Technician III, or Wildlife Area Technician 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 the time of application):

General knowledge of: methods and techniques used in natural resource conservation and/or management; statistical analysis. **Ability to:** read and understand technical documents; establish and maintain cooperative

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MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION STAFF SPECIALIST TRAINEE II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application): (cont'd) working relationships; manage a variety of projects simultaneously; implement assigned resource management programs; integrate program resources; utilize sound judgment and make responsible decisions and recommendations; develop, prepare, and submit analytical, narrative, and statistical reports regarding program activities; 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 Staff Specialist I.)

CONSERVATION STAFF SPECIALIST TRAINEE I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, ecology, environmental studies, environmental science, fire management, forestry, natural resource management, parks management, or related field; **OR** graduation from high school or equivalent education and two years of technical and/or paraprofessional experience in a relevant resource management field to include maintaining lands for wildlife, surveying wildlife, wildland fire suppression and fire prevention; conducting field research and field testing, compiling data, maintaining records, and preparing reports; **OR** one year of experience as a Conservation Crew Supervisor I, Firefighter I, Fish Hatchery Technician II, Forester I, Park Ranger Technician III, or Wildlife Area Technician 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 the time of application):
General knowledge of: natural resource conservation/management, fire management, and/or parks management; data collection techniques. **Ability to:** plan, organize, and prioritize work; keep accurate records; communicate effectively both verbally and in writing; compose program documents using correct English, grammar, spelling, and punctuation; operate a personal computer and related hardware and software.

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 Staff Specialist Trainee 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>1.810</u>	<u>1.809</u>	1.802	1.801
ESTABLISHED:	4/1/67	12/2/05R 5/5/06UC	12/8/23UC	12/8/23UC
REVISED:	10/1/67			
REVISED:	7/1/71			
REVISED:	8/31/73			
REVISED:	2/22/77			
REVISED:	7/1/87-12P 10/17/86PC			
REVISED:	11/13/87-3			
REVISED:	7/1/97P 6/4/96PC			
REVISED:	7/1/01R			

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	12/7/01PC			
REVISED:	12/8/03UC			
REVISED:	8/24/04UC			
REVISED:	12/2/05R			
	5/5/06UC			
REVISED:	5/22/15UC	5/22/15UC		
REVISED:	12/8/23UC	12/8/23UC		