

I. IDENTIFYING INFORMATION

Class Title: Natural Resources Management Specialist V
Position Number: 52385
Department: Land and Natural Resources
Division: Division of Forestry and Wildlife
Branch: Watershed Protection & Management Section
Geographic Location: Downtown, Oahu

II. INTRODUCTION

Function of this organizational unit:

The Division of Forestry and Wildlife (DOFAW) plans, organizes, and directs a multiple-use management program for 800,000 acres of State-owned forest reserves, natural area reserves, plant and wildlife sanctuaries, and public hunting areas. The mission of DOFAW is to responsibly manage and protect watersheds, native ecosystems, and cultural resources and provide outdoor recreation and sustainable forest products opportunities, while facilitating partnerships, community involvement and education. The Division is composed of a headquarters administrative unit, four management branches on separate islands, a cooperative research unit with the U.S. Forest Service, and a central tree nursery. This position is located at the administrative unit located in downtown Honolulu on the island of Oahu. Invasive species are a threat to Hawaii's native ecosystems, agriculture, economy, public health, and way of life. The Division manages invasive species to reduce harmful impacts to native biodiversity and hydrological function of forested watersheds, as well as to protect important cultural practices. The native flora and fauna which have evolved in isolation of continental species have no defenses against harmful pests and predators and frequently are out competed by the invaders. Hawaii is the endangered species capital of the United States, and the primary cause of extinction and endangerment for most of these species is the introduction and rapid population growth of invasive species. If this extinction crisis is to be halted, the rampant introduction and spread of invasive species in Hawaii must be slowed.

Purpose of the position:

The purpose of this position is to coordinate the Division's invasive species program including the administration of the Hawaii Invasive Species Council. This position is in the Watershed Protection & Management Section with responsibilities to organize and implement statewide programs to protect Hawaii's forests and terrestrial ecosystems from alien species of plants, animals, and microorganisms. This position supports the Hawaii Invasive Species Council (HISC), a cabinet-level, multi-agency body that addresses invasive species issues affecting natural resources, agriculture, human health, tourism and economy, and way of life in Hawaii. The HISC program is administered by DOFAW which coordinates meetings,

develops strategic plans, and manages a budget of over \$5,000,000. In addition, the position develops testimony and legislation relating to invasive species for the Department. The position also works closely with the other State, Federal, and private organizations, and individuals to coordinate invasive species programs and improve biosecurity for the State of Hawaii. Finally, the position provides technical expertise on invasive species and biosecurity to the Department, partners, and the public.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Program Administration 60%

1. Plans and coordinates statewide invasive species management projects and evaluates program accomplishments.
2. Coordinates invasive species projects with other State and Federal agencies and non-governmental organizations to facilitate successful management and prevent duplication of efforts.
3. Works with Hawaii Invasive Species Council co-chairs and members in developing meeting agendas and presentations.
4. Manages budget, requests for proposals, and contracts for statewide invasive species projects
5. Produces reports for state legislature and other funding agencies.
6. Represents Division and participates in meetings with other State, Federal, and private partners to address invasive species in a comprehensive manner.
7. Develops policy and position statements regarding invasive species for Division and Departmental review and implementation.
8. Prepares correspondence and testimony concerning invasive species and represents the Division and Department before the State Legislature and/or Governor.
9. Reviews and comments on Environmental Assessments, Conservation District Use Applications, permit requests, and project proposals where appropriate.
10. Provides technical assistance and advice to agency personnel on invasive species matters, including recommendations regarding Hawaii Department of Agriculture import permits.
11. Prepares news releases, articles, and information for publication in magazines, newsletters, and website.

B. Research and Field Studies 10%

1. Conducts the overall planning and implementation of selected research studies involving invasive species control and management.
2. Develops research design and methodology, collects, compiles, and analyzes data, and writes and submits reports on results.
3. Plans, supervises, and participates in field surveys of invasive species and their habitats.

4. Recommends management actions based on research and field study results.
5. Prepares progress reports and job completion reports with analysis and evaluations for research jobs. Implements the use of these reports for the evaluation and planning of invasive species management and control programs.

C. Management

30%

1. Coordinates with other State, Federal, and private agencies, organizations, and individuals to develop and implement control/eradication programs for invasive species.
2. Develops and implements managements programs for targeted invasive species.
3. Assists with development of policy positions for invasive plant and animal pests.
4. Provides public information relating to invasive species problems via letters, interviews, and displays.

Evidence Used in Determining Essential Functions:

The following evidence was considered in determining the essential functions of the position: the consequence of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

- [1] The performance of this function is the reason that this job exists.
- [2] There are limited employees among whom the performance of this function can be distributed.
- [3] This function is highly specialized. Employees are hired for their skill/ability to perform this function.

Supervises Position(s) No. Title

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor: Position No. 9696 Forester VI

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions Provided - Instructions are limited to general guidance and strategic planning. The employee is otherwise required to plan and implement a majority of tasks independently.

C. Nature of Available Guidelines Controlling the Work.

Division manuals, training and other information. Direct guidance provided by supervisor and other Division staff where required.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Valid license to drive in the State of Hawaii.

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge: Rules, laws and policies pertaining to invasive species prevention and control. Identification, physiology, phenology and ecology of plants and animals found in Hawaii, both native and introduced. Principles, practices, concepts, methods and techniques of natural resource management and protection. Basic plant and/or animal physiology and and ecology. Basic statistical methods and procedures and research methodology used in natural resource management. Other government and private agencies involved with invasive species management and biosecurity.

B. Skills/Abilities: Understand, interpret, and apply laws, rules, regulations, policies and procedures pertaining to invasive species and biosecurity. Communicate clearly and effectively, both orally and in writing. Prepare written reports and correspondence. Develop and implement natural resource protection and/or biosecurity plans. Plan, coordinate and evaluate program projects and activities. Effectively promote the Division's invasive species activities and related programs to agencies, organizations, members of the public and others. Provide technical advice and assistance to resource professionals and private landowners. Plan and establish priorities for invasive species across the Division's programs. Prepare and justify budgets for the Hawaii Invasive Species Council and Division invasive species activities.

C. Education: Refer to class specifications for the Natural Resources Management Specialist V class of work.

D. Experience: Refer to class specifications for the Natural Resources Management Specialist V class of work.

VII. TOOLS, EQUIPMENT & MACHINES

Computers and various software.