

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Wildlife Communications

SERIES NO.:

2219

MAJOR AGENCIES:

Ohio Dept. of Natural Resources only

EFFECTIVE DATE:

05/02/1999

SERIES PURPOSE:

The purpose of the wildlife communications occupation is to plan & conduct wildlife education programs.

At the full performance level, incumbents conduct wildlife education programs.

At the advanced level, incumbents plan & develop wildlife education programs.

CLASS TITLE:

Wildlife Communications Specialist

CLASS NUMBER:

22191

EFFECTIVE DATE:

05/02/1999

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of wildlife education or fish &/or wildlife management in order to conduct wildlife education programs.

CLASS TITLE:

Wildlife Communications Coordinator

CLASS NUMBER:

22192

EFFECTIVE DATE:

05/02/1999

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of wildlife education or fish &/or wildlife management in order to plan, develop & coordinate wildlife education programs.

CLASS TITLE: Wildlife Communications Specialist	CLASS NUMBER: 22191	BARGAINING UNIT: 014
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EFFECTIVE DATE:

05/02/1999

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts wildlife education programs on fisheries management, hunting, fishing, trapping & wildlife identification (e.g., assists in development of wildlife curriculum for use by educators; presents educational wildlife programs & clinics; develops & presents educational displays, materials, programs & speeches & provides preliminary contact with public in person & through educational organizations; writes processes, edits & performs computer layout work on articles & educational publications; communicates with & coordinates volunteer wildlife educators).

Consults with division personnel concerning need for educational materials; schedules & conducts educational programs; meets with other government organizations, boards of education, school district representatives, educational institutions & conservation groups.

Responds to telephone or written inquiries, takes orders for materials; maintains files & records of past work & current & future projects.

MAJOR WORKER CHARACTERISTICS:

Knowledge of wildlife education or fish &/or wildlife management; employee training & development; hunter education certification; outdoor skills; project wild facilitator training; Division of Wildlife policies & procedures;* Ohio Department of Natural Resources' policies & procedures.* Skill in operation of personal computer; firearms training simulator; portable sporting clays trailer. Ability to recognize unusual or threatening conditions & take appropriate action; deal with problems involving several variables within familiar context; maintain accurate records; lecture on wildlife education to general public; gather, collate & classify information about data, people or things.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in wildlife education or fish &/or wildlife management; 6 mos. trg. or 6 mos. exp. in wildlife education or fish &/or wildlife management; 1 course or 3 mos. exp. in public relations.

-Or 24 mos. trg. or 24 mos. exp. in wildlife education or fish &/or wildlife management; 1 course or 3 mos. exp. in public relations.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Wildlife Communications Coordinator	CLASS NUMBER: 22192	BARGAINING UNIT: 014
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EFFECTIVE DATE:

05/02/1999

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, develops & coordinates education programs & represents division in educational or liaison capacity (e.g., develops, prepares tests & teaches education curriculum on wildlife or fisheries management, hunting, fishing, trapping & wildlife identification; develops & presents educational displays, programs, materials, clinics &/or speeches; coordinates & provides training to teachers, scout leaders, 4-H leaders, conservation educators & volunteers; presents special projects &/or displays on wildlife; creates, writes & edits, multimedia wildlife material, news articles & newsletters; provides in-service training for division employees).

Performs research & analysis of information for development of curriculum, curriculum supplements & teaching guides, keeps management abreast of current trends, problems & progress, responds to requests for information & assists supervisor with administrative tasks (e.g., policy development; budget preparation; coordination of special projects).

Provides information about agency activities to agency personnel, other agencies & general public by responding to written inquiries, telephone calls & requests for speeches & programs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of wildlife education or fish &/or wildlife management; employee training & development; hunter education certification; outdoor skills; project wildlife facilitator training; Division of Wildlife policies & procedures;* Ohio Department of Natural Resources' policies & procedures.* Skill in operation of personal computer; firearms training simulator; portable sporting clays trailer. Ability to recognize unusual or threatening conditions & take appropriate action; deal with problems involving several variables within familiar context; maintain accurate records; lecture on wildlife education to general public; gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in wildlife education or fish &/or wildlife management; 12 mos. trg. or 12 mos. exp. in wildlife education or fish &/or wildlife management; 1 course or 3 mos. exp. in public relations.

-Or 36 mos. trg. or 36 mos. exp. in wildlife education or fish &/or wildlife management; 1 course or 3 mos. exp. in public relations.

-Or 12 mos. exp. as Wildlife Communications Specialist, 22191.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.