

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Natural Resources Administrator

SERIES NO.:

2291

MAJOR AGENCIES:

Natural Resources only

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the Natural Resources Administrator occupation is to provide coordination, supervision &/or management for natural resources operations & activities of a division/office.

At the lowest level, incumbents direct & coordinate activities of assigned natural resources unit.

At the second level, incumbents act as special assistant to program operations.

At the third & fourth levels, incumbents act as primary assistant to division/office chief or serves as Assistant Division/Office Chief.

At the fifth level, incumbents act as Assistant Division Chief of Parks & Recreation or Wildlife.

Note: This class series is restricted to the technical programs with direct impact on land, water, wildlife, fish, parks & recreation, recycling, oil & gas & excludes budgetary/fiscal management programs and activities, legislative matters, personnel/labor relations operations or any administrative & business support services such as aviation transportation, carpentry, warehousing, purchasing, computer operations, accounting & bookkeeping & real estate activities.

CLASS TITLE

Natural Resources Administrator 1

CLASS NUMBER

22911

PAY RANGE

12

EFFECTIVE

08/20/2006

CLASS CONCEPT:

The first managerial level class works under general direction & requires thorough knowledge of assigned natural resources area in order to coordinate & direct activities of assigned natural resources unit, or coordinate & monitor activities for assigned state &/or federally funded natural resources projects & in addition to each preceding option, supervise assigned staff, or formulate & implement statewide &/or district-wide natural resources program policies or act as specialist for designated program.

CLASS TITLE

Natural Resources Administrator 2

CLASS NUMBER

22912

PAY RANGE

13

EFFECTIVE

08/20/2006

CLASS CONCEPT:

The second managerial level class works under general direction & requires thorough knowledge of assigned natural resources area in order to act as special assistant for one or more designated components of overall division's/office's program operations, or formulate & implement statewide &/or district-wide natural resources program policies, field operations or programs (e.g., forestry, wildlife conservation programs, fish & wildlife management programs, mineral resources management, natural areas & preserves, recycling & litter prevention programs, real estate & land management, soil & water conservation programs; in division of water programs to include floodplain management & water supply planning).

CLASS TITLE

Natural Resources Administrator 3

CLASS NUMBER

22913

PAY RANGE

14

EFFECTIVE

08/20/2006

CLASS CONCEPT:

The third managerial level class works under administrative direction & requires thorough knowledge of assigned natural resources area in order to act as primary assistant to Natural Resources Administrator 4 or 5, or as supervisor & administrator of natural resources activities of one or more major sections or programs of assigned division/office & in addition to each preceding option, supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Natural Resources Administrator 4	22914	15	08/20/2006

CLASS CONCEPT:

The fourth managerial level class works under administrative direction & requires thorough knowledge of assigned natural resources area in order to act as Assistant Chief for one of following major natural resources divisions/offices (e.g., water, engineering, forestry, soil & water, watercraft, recycling, mineral resources management, natural areas & preserves, geological survey, real estate & land management, office of communications), or as primary assistant to Assistant Division Chief in Division of Parks & Recreation or Wildlife & in addition to each preceding option, supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Natural Resources Administrator 5	22915	16	08/20/2006

CLASS CONCEPT:

The fifth managerial level class works under administrative direction & requires extensive knowledge of assigned natural resources area in order to act as Deputy Assistant Chief of Division of Wildlife, or to act as Assistant Chief of Division of Parks & Recreation & in addition to each preceding option, supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Natural Resources Administrator 1	22911	EX	08/20/2006	12

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.)

Coordinates & directs activities of assigned natural resources unit, or coordinates & monitors activities for assigned state &/or federally funded natural resources projects, or acts as specialist for designated program or topic of assigned division's/office's overall natural resources program operations & in addition, performs one of following options:

In Division of Forestry, serves as program coordinator for one statewide forestry program (e.g., wildland fire management, forest law enforcement, state forest operations & maintenance, timber & forest land management, service forestry assistance, urban forestry assistance, reforestation, forest health management, forest utilization &/or forestry information & education) & identifies issues & concerns, performs wildfire support as directed within training & physical capabilities,

OR

Assists in direction & coordination of statewide water planning program,

OR

Assists in planning, coordination & implementation of outdoor education, recreation, historic & therapeutic programs & policies,

OR

In Division of Mineral Resources Management, serves as program coordinator for division program operations (e.g., mine safety; abandoned mined land; permitting) & provides analysis on program operations to senior division administrator, or serves as division special programs coordinator & provides administrative & managerial support to non-traditional division programs per direction of senior division administrator,

OR

In Division of Recycling, assists in &/or coordinates activities related to statewide recycling & litter prevention programs (e.g., community education & awareness campaigns, research & market development projects, grant processing),

OR

In Division of Soil & Water Conservation, supervises local & regional soil survey projects & coordinates with cooperating federal agencies in preparation of soils field data, descriptions for publications & soils interpretations,

OR

In Division of Soil & Water Conservation, manages creation of statewide digital data base from satellite imagery for resource analysis,

OR

In Division of Soil & Water Conservation, coordinates & manages pollution abatement special projects & coordinates activities with local soil & water conservation districts,

OR

In Division of Soil & Water Conservation, serves as one of five regional resource management specialists, coordinates & directs activities of pollution abatement & non-point source programs,

OR

In Division of Wildlife, develops & coordinates pre-service & in-service training schools & seminars or assists in planning & implementing education & communication programs, or coordinates & directs permit administration (e.g., scientific collection permits, wild animal permits, ginseng dealer permits), coordinates & directs statewide wetland habitat development, or coordinates & directs Ohio's National Estuarine Research Reserve Program.

OR

Coordinates & directs corporate partnership program for habitat improvement & assists with issues on wetland mitigation

banking,

OR

In Division of Watercraft, assists &/or coordinates statewide watercraft program (e.g., capital improvements, clean vessel act, education, marketing, law enforcement, public information, recreational planning, resource planning, registration &/or titling, volunteer, marine patrol equipment purchase & training, navigational aides program, Ohio boating safety education),

OR

In Division of Real Estate & Land Management, plans & coordinates real estate activities (e.g., property owner negotiations, fee acquisitions, easements, title & tax information/leases, licenses, land sales),

OR

Coordinates & implements statewide aerial photograph & map distribution program,

OR

Coordinates & implements Clean Ohio Trail Fund program, recreational trails program & coordinates creation & completion of statewide outdoor recreation plan, plans & coordinates implementation of master plans, site, construction plans, facilities & complex issue resolution, administer land & water conservation fund program & nature works program,

OR

In Division of Geological Survey, coordinates, directs & implements statewide geologic records, public information & education programs,

OR

Coordinates statewide purchasing projects for major natural resource division,

OR

Develops & implements policies & procedures for intradepartmental review & assessment of public & private sponsored activities which affect departmental programs,

OR

In Division of Natural Areas & Preserves, develops & coordinates pre-service & in-service training on statewide basis or plans & implements education & communication programs,

OR

In Division of Soil & Water, develops & implements cooperative non-point pollution control projects with state & local units of government or coastal non-point pollution control programs, or develops & coordinates data collection & field work related to conservation land treatment, (i.e., class level excludes budgetary/fiscal management programs & activities, legislative matters, personnel/labor relations operations or any administrative & business support services such as aviation, transportation, carpentry, warehousing, purchasing, computer operations, accounting, bookkeeping, real estate activities).

OR

In Division of Soil & Water, formulates & implements policies & procedures for Ohio's Costal Nonpoint Source Pollution Control Program (i.e., CNPCP) or Nonpoint Source Watershed Program or develops & implements programs & policies for Urban Nonpoint Pollution Control Program.

Performs miscellaneous administrative duties (e.g., analyzes reports & studies & recommends course of action; prepares reports & correspondence; coordinates workshops &/or meetings; prepares education materials, scripts, booklets & pamphlets; serves as safety officer; coordinates license renewal; oversees preparation of displays & exhibits; prepares bid invitations, reviews returned bids, selects bidder & awards contracts; purchases major equipment, materials & supplies for field operations; prepares budget & monitors expenses; reviews reports of violations & makes recommendations to issue adjudication orders; assists with division's capital improvement grant program to improve boating access statewide).

Acts as liaison with local, state & national organizations; conducts workshops, field days &/or outdoor laboratories; makes

presentations; handles & resolves community complaints & problems; attends conferences & seminars; testifies in court.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; employee training & development; state & federal laws, rules & guidelines pertaining to assigned area; natural resources of assigned area (e.g., fisheries, forestry, wildlife, aquatic biology, botany, geology, ecology, zoology, permitting). Ability to write instructions & specifications concerning proper uses of machinery; resolve complaints from angry citizens & government officials; define problems, collect data, establish facts & draw valid conclusions; use research methods in gathering data.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate major core program & 12 mos. exp. in natural resources specialty indicated under job duties within approved position description; valid driver's license.

-Or undergraduate major core program & 24 mos. trg. or 24 mos. exp. in natural resources specialty indicated under job duties within approved position; valid driver's license.

-Or 48 mos. trg. or 48 mos. exp. in natural resources specialty indicated under job duties within approved position description; valid driver's license.

-Or equivalent of minimum class qualifications for employment noted above.

NOTE: If assigned to work as Law Enforcement Officer, must also hold Ohio Peace Officers Training Council certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

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

In Division of Forestry only, must successfully complete basic fire-fighter/introduction to fire behavior course (S-130/S-190) within first year of employment. In addition, if position falls within Fire Management Program, must acquire Ohio Prescribed Fire Management Certification within first year of employment.

In Division of Forestry only, if position falls within Fire Management Program, must successfully complete Introduction to Incident Command system (I100), Portable Pumps & Water Use (S211), Wildfire Power Saws (S212), Basic Incident Command System (I200), Ignition Operations (S234), Interagency Fire Business Management (S260), Basic Air Operations (S270), Introduction to Wildland Fire Behavior Calculations (S390), Prescribed Burn Boss (RX300) & must be Qualified as Prescribed Fire Burn Boss Type 2 within 18 months of hire date.

Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Natural Resources Administrator 2	22912	EX	08/20/2006	13

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, supervises personnel engaged in & coordinates or acts as special assistant for one or more designated components of overall division's/office's program operations with impact restricted to assigned district or other designated geographical area, population or sector of state, or statewide for particular program component assigned & in addition, performs one of following options:

In Division of Water, coordinates statewide water planning program policies & oversees & directs division education program, or coordinates flood plain management program policy & oversees & directs floodplain information system;

OR

In Division of Mineral Resources Management, plans, directs & coordinates statewide mine safety training program, or manages statewide mine safety inspection program (e.g., mine rescue, electrical inspections, underground mine roof control inspections & all surface & underground inspections), or manages one or more components of division's permitting, abandoned mined lands or technical section operations;

OR

In Division of Real Estate & Land Management, is responsible for environmental review, planning & grant coordination, or coordinates & oversees remote sensing &/or geographic information system projects & applications or plans, develops & manages real estate functions (e.g., land sales, leases, license agreements, easements, lease assignments, billing statements, inventory) for Real Estate Program (e.g., Property Management, Canal Lands, Acquisition, Negotiation, Statewide Land & Property Inventory/GIS System) & other real estate programs as necessary (e.g., donations, easements, boundary line agreements);

OR

In Division of Forestry, serves as assistant administrator for one or two statewide forestry programs (e.g., wildland fire management, forest law enforcement, state forest operations & maintenance, timber & forest land management, service forestry assistance, urban forestry assistance, reforestation, forest health management, forest utilization &/or forestry information & education) & identifies issues & concerns, performs wildfire support as directed within training & physical capabilities & supervises assigned staff within program areas;

OR

In Division of Parks & Recreation, plans, directs & coordinates division statewide dredging & construction projects, or provides appropriate guidance & advice to park managers on effective strategies to supplement & expand their operations with community & corporate partnerships, volunteer groups & friends-at-the-parks associations; or plans, directs & coordinates division statewide environmental outreach program (e.g., provides appropriate guidance to park managers on interpretation of environmental issues; coordinates Ohio state fair participation; acts as technical resources contact on biological & zoological concerns;

OR

In Division of Wildlife, plans, directs & acts as section head for statewide communications, education, graphics, or special projects programs, or develops & implements statewide wildlife conservation program, or develops, coordinates & finalizes preparation of review of wildlife environmental assessments, impact statements or documents of alternative or mitigative measures which impact upon wildlife resources;

OR

In Division of Watercraft, plans & supervises personnel within statewide watercraft program (e.g., capital improvements, registration, titling, public information, education, water rescue, boating safety & law enforcement);

OR

In Division of Recycling, coordinates & manages field operations, or develops & maintains market development & procurement program, or collects, reviews & manages data & reports on statewide recycling, or prepares & implements

education programs or creates & implements public awareness campaigns or organizes special event for statewide recycling program, or administers & manages scrap tire market development grant program & fund, or manages statewide material recovery facility efficiency program, or develops & maintains recycling interstate & intrastate methodology for division's program operations;

OR

In Division of Natural Areas & Preserves, coordinates & directs statewide special projects such as facility development, construction & on-site inspections, or coordinates & directs statewide field operations for nature preserves, or serves as statewide technical administrator, or coordinates & directs statewide scenic rivers programs, or coordinates land acquisition program for statewide acquisition of nature preserves & scenic river lands, or serves as chief botanist in coordination & direction of statewide plant communities, or serves as chief zoologist in coordination & direction of statewide baseline zoological data, or serves as Natural Heritage program administrator in collection of statewide ecological inventory & data;

OR

In Division of Soil & Water, serves as one of ten regional program specialists, formulates & implements policies & procedures for Soil & Water Conservation District Program, or formulates & implements statewide environmental education policy & implements statewide Nonpoint Source Education Program or coordinates & implements projects to restore & protect stream integrity & formulates & implements public information program on conservation education or coordinates & supervises state & federally funded Nonpoint Source Pollution Control Program;

OR

In Office of Coastal Management, develops & implements policies & procedures to implement consistency requirements of the Ohio coastal management program (OCMP).

Performs miscellaneous administrative duties (e.g., prepares reports & correspondence; prepares draft legislation; prepares cooperative agreements; prepares technical opinions; inspects & reviews surveys; assists in formulating budgets; maintains records; assists in writing, reviewing & editing publications; approves purchases; advises on personnel & collective bargaining laws, rules & procedures; prepares news releases).

Serves as liaison with other divisions & state, local & federal agencies; prepares & delivers speeches; attends hearings; participates in training schools; serves on task forces; conducts seminars.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; employee training & development; state & federal laws, rules & guidelines pertaining to assigned area; natural resources of assigned area (e.g., fisheries, forestry, wildlife, aquatic biology, botany, geology, ecology, zoology). Ability to write instructions & specifications concerning proper uses of machinery; resolve complaints from angry citizens & government officials; define problems, collect data, establish facts & draw valid conclusions; use research methods in gathering data.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate major core program & 18 mos. exp. in natural resources specialty indicated under job duties within approved position description; valid driver's license.

-Or undergraduate major core program & 30 mos. exp. in natural resources specialty indicated under job duties within approved position description; valid driver's license.

-Or 54 mos. trg. or 54 mos. exp. in natural resources specialty indicated under job duties within approved position description; valid driver's license.

-Or 6 mos. exp. as Natural Resources Administrator 1, 22911, in assigned area; valid driver's license.

-or equivalent of minimum class qualifications for employment noted above.

NOTE: If assigned to work as Law Enforcement Officer, must also hold Ohio Peace Officers Training Council certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority that includes polygraph, psychological & medical examination. Applicant must demonstrate physical

fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

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

In Division of Forestry only, must successfully complete basic fire-fighter/introduction to fire behavior course (S-130/S-190) within first year of employment. In addition, if position falls within Fire Management Program, must acquire Ohio Prescribed Fire Management Certification within first year of employment.

In Division of Forestry only, if position falls within Fire Management Program, must successfully complete Introduction to Incident Command System (I100), Portable Pumps & Water Use (S211), Wildfire Power Saws (S212), Basic Incident Command System (I200), Ignition Operations (S234), Interagency Fire Business Management (S260), Basic Air Operations (S270), Introduction to Wildland Fire Behavior Calculations (S390), Prescribed Burn Boss (RX300) & must be Qualified as Prescribed Fire Burn Boss Type 2 within 18 months of hire date.

Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Natural Resources Administrator 3	22913	EX	08/20/2006	14

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.)

Acts as primary assistant to Natural Resources Administrator 4 or 5 or as supervisor & administrator of natural resources activities of one or more major sections or programs of assigned division/office & in addition to each preceding option, supervises assigned staff & performs one of following options:

In Division of Natural Areas & Preserves, serves as statewide preserve services & law enforcement administrator, or serves as group manager for assigned program (e.g., scenic river preserve services; support services program; resource services program),

OR

In Division of Natural Areas & Preserves, serves as statewide preserve services & law enforcement administrator,

OR

Acts as division section head by directing & coordinating statewide permitting, process permit applications, bonding & insurance liability activities, coordinates mandatory pooling requests & technical advisory council hearings & monitors compliance with state & federal statutes,

OR

In Division of Watercraft, plans, directs & administers statewide watercraft program (e.g., resources planning, law enforcement/search & rescue, watercraft registration & titling, public information & education) & supervises assigned staff,

OR

In Division of Wildlife, designs, directs & administers statewide federal aid & planning section including coordinating statewide wildlife comprehensive management system,

OR

In Division of Soil & Water Conservation, supervises & administers statewide environmental education program,

OR

In Division of Soil & Water Conservation, administer & supervise resource management section, which is comprised of five regional non-point source management specialists & formulates policies & procedures for agricultural & urban pollution abatement program,

OR

Initiates & directs statewide ground-water resource program & enforces statute of code covering water well drilling & contractors filing logs of all wells drilled in state,

OR

In Division of Forestry, serves as administrator for more than two statewide forestry programs (e.g., wildland fire management, forest law enforcement, state forest operations & maintenance, timber & forest land management, service forestry assistance, urban forestry assistance, reforestation, forest health management, forest utilization &/or forestry information & education) & identifies issues & concerns, performs wildfire support as directed within training & physical capabilities,

OR

In Division of Soil & Water Conservation, directs & implements streams & watershed program,

OR

In Division of Soil & Water Conservation, administers soil inventory & evaluation program,

OR

In Division of Soil & Water Conservation, administers soil & water conservation district program, or supervises & administers statewide environmental education program in division of soil & water,

OR

In Division of Water, manages & administers statewide floodplain management programs, acts as statewide coordinator for national flood insurance program & enforces state flood damage reduction statutes; or directs & administers statewide water planning program,

OR

In Division of Real Estate & Land Management, directs & coordinates environmental review, or state lands acquisition planning & coordination; or remote sensing & geographic information systems; or administers recreation services section (e.g., statewide recreation & trails planning or administers real estate section to include land acquisition program, property management program, submerged lands leasing program, canal lands program, mineral resources abandoned mine lands real estate program),

OR

Assists in planning & directing statewide system of natural areas & scenic rivers,

OR

Administers regional geology section, statewide mapping program & in absence of Chief & Assistant Chief is Administrator in charge of division,

OR

In Division Of Mineral Resources Management, directs & coordinates statewide abandoned mined land activities for emergency & forfeiture sections, or directs & coordinates abandoned mined activities for state & federal sections, or oversees & administers abandoned mined land activities for engineering & design services sections, or directs, coordinates & oversees processing of surface, industrial minerals, coal mine, & oil & gas permit applications, or assists in coordinating & administering statewide field inspection & enforcement program, ensures enforcement & compliance with state & federal statues for all drilling/plugging activities, formulates & promulgates regulatory rules & advises on statutory revision & policy development &/or assists in coordinating & administering statewide field inspection & enforcement program, ensures enforcement & compliance with state & federal statutes for all mining activities, formulates & promulgates regulatory rules & advises on statutory revision & policy development,

OR

In Division of Soil & Water, formulates & administers watershed management,

OR

In Division of Recycling & Litter Prevention, acts as supervisor & administrator of section consisting of two or more natural resources programs (e.g., community assistance section; communications section; research, industry & markets section),

OR

In Division of Parks & Recreation, acts as supervisor & administers resource protection review, waterways, & construction programs.

Performs administrative duties (e.g., compiles annual federal grant information & justifies request; oversees & monitors contract bidding process) & assists in developing & implementing policies for assigned division (i.e., excludes budgetary/fiscal management programs & activities, legislative matters, personnel/labor relations operations or any administrative & business support services such as aviation transportation, carpentry, warehousing, purchasing, computer operations, accounting/bookkeeping, real estate activities).

Performs miscellaneous administrative duties (e.g., conducts field reviews & inspections; correlates soil names; prepares reports, correspondence, charts, graphs &/or maps; drafts legislation; oversees contractual agreements; oversees maintenance & security of assigned records & property; prepares budget; writes or outlines procedures for writing contracts; prepares personnel related paperwork; writes brochures & prepares interpretive programs; develops display materials; serves as project head for large studies or grants; writes, reviews & edits manuscripts); administers

development & implementation of bi-annual & annual operational plans.

Conducts training programs; attends meetings & hearings; serves as liaison with other governmental agencies; delivers speeches & media presentations; organizes &/or participates in committees, task groups, commissions &/or advisory groups; provides expert testimony in court & hearings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; employee training & development; state & federal laws, rules & guidelines pertaining to assigned area; natural resources of assigned area (e.g., fisheries, forestry, wildlife, aquatic biology, botany, geology, ecology, zoology). Ability to write instructions & specifications concerning proper uses of machinery; prepare & deliver speeches before specialized audiences & general public; resolve complaints from angry citizens & government officials; define problems, collect data, establish facts & draw valid conclusions.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate major core program & 24 mos. exp. in natural resources specialty indicated under job duties within approved position description; valid driver's license.

-Or undergraduate major core program & 36 mos. exp. in natural resources specialty indicated under job duties within approved position description; valid driver's license.

-Or 60 mos. trg. or 60 mos. exp. in natural resources specialty indicated under job duties within approved position description; valid driver's license.

-Or 6 mos. exp. as Natural Resources Administrator 2, 22912, in assigned area; valid driver's license.

-Or equivalent of minimum class qualifications for employment noted above.

NOTE: If assigned to work as Law Enforcement Officer, must also hold Ohio Peace Officers Training Council certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

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

In Division of Forestry only, must successfully complete basic fire-fighter/introduction to fire behavior course (S-130/S-190) within first year of employment. In addition, if position falls within Fire Management Program, must acquire Ohio Prescribed Fire Management Certification within first year of employment.

In Division of Forestry only, if position falls within Fire Management Program, must successfully complete Introduction to Incident Command System (I100), Portable Pumps & Water Use (S211), Wildfire Power Saws (S212), Basic Incident Command System (I200), Ignition Operations (S234), Interagency Fire Business Management (S260), Basic Air Operations (S270), Introduction to Wildland Fire Behavior Calculations (S390), Prescribed Burn Boss (RX300) & must be Qualified as Prescribed Fire Burn Boss Type 2 within 18 months of hire date.

Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Natural Resources Administrator 4	22914	EX	08/20/2006	15

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.)

Acts as assistant division chief for one of following major natural resources divisions/offices & supervises assigned staff:

In Division of Natural Areas & Preserves, assists with planning, directing & coordinating statewide system of natural areas & scenic rivers,

OR

In Division of Water, serves as deputy chief (e.g., implements divisions strategic plan policy, plans & designs programs to enhance division effectiveness, assists in operations/budget & implements other divisional support programs or administers statewide flood damage reduction & water resources management policies),

OR

In Division of Watercraft, serves as Deputy Chief, (i.e., deputy registration, titling, administrative support, human resources, law enforcement/search & rescue, public information & education, resource planning & field operations, or deputy chief of information resources to include watercraft information system),

OR

In Division of geological survey, natural areas & preserves, real estate & land management, soil & water (e.g., administers water conservation &/or land use programs with statewide impact),

OR

In Division of Recycling, acts as Deputy Chief & administers activities in assigned section(s) (e.g., community assistance, communications, research, industry & markets, business services & human resources); plans & designs programs to enhance division effectiveness; assists in operations/budget; administers division strategic plan,

OR

In Division of Mineral Resources Management, acts as Deputy Chief & administers activities in assigned section(s) (e.g., mine safety & technical services; field operations & permitting sections; abandoned mined lands, fiscal & human resources, engineering & design services, & computer & information management sections),

OR

In Division of Engineering, acts as Deputy Chief for operations (e.g., contracting, controlling board & contract compliance),

OR

In Division of Parks & Recreation, acts as administrator of planning & development group or administrator of field support group or serves as administrator of public relations group, (e.g., environmental education programs such as school days, scouting outings & green teens, environmental brochures & magazines); or serves as project assistant to Chief by serving as liaison to regional park managers to assure uniformity of management strategies throughout division & provides technical guidance on protection of recreational resources,

OR

In Division of Soil & Water Conservation, serves as Deputy Chief for environmental education programs with statewide impact; or serves as Assistant Chief developing & administering soil & water conservation & land use programs with statewide impact,

OR

In Division of Wildlife, directs & coordinates overall statewide wildlife enforcement activities, or directs & coordinates statewide information & education program to include implementation of policies & procedures; or directs & coordinates overall statewide fisheries & aquatic resource management to include preparation of statewide policies & management of

research stations, or directs & coordinates implementation of overall statewide wildlife research to include programs, policies & procedures, or directs & coordinates fish & wildlife comprehensive management system,

OR

In Division of Real Estate & Land Management, serves as Assistant Chief & supervises assigned staff,

OR

In Division of Forestry, serves as Deputy Chief & performs wildfire support as directed within training & physical capabilities,

OR

In Office of Communications, serves as Assistant Chief analyzing & promoting programs in each of ODNR's divisions/offices in order to lead coordinated department effort of promoting/marketing natural resources programs to public.

Reviews, writes &/or recommends rules, regulations &/or legislation; assists in preparing budget; approves purchases; determines equipment, supply & facility needs; interviews & counsels employees; prepares reports & correspondence; makes final determination on grant requests.

Coordinates division activities with other divisions & local, state & federal agencies; attends & participates in meetings, conferences & hearings; speaks to local committees &/or organizations on division activities.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management*; supervisory principles/techniques; public relations & marketing*; employee training & development; state & federal laws, rules & guidelines pertaining to assigned area; natural resources of assigned area. Ability to deal with some abstract but mostly concrete variables; develop complex reports & position papers; gather, collate & classify information about data, people or things; prepare & deliver speeches before specialized audiences & general public; resolves complaints from angry citizens & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate major core program & 30 mos. exp. in natural resources specialty indicated under job duties within approved position description; valid driver's license.

-Or undergraduate major core program & 42 mos. exp. in natural resources specialty indicated under job duties within approved position description; valid driver's license.

-Or 66 mos. trg. or 66 mos. exp. in natural resources specialty indicated under job duties within approved position description; valid driver's license.

-Or 6 mos. exp. as Natural Resources Administrator 3, 22913, in assigned area; valid driver's license.

-Or equivalent of minimum class qualifications for employment noted above.

NOTE: If assigned to work as Law Enforcement Officer, must also hold Ohio Peace Officers Training Council certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

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

In Division of Forestry only, must successfully complete basic fire-fighter/introduction to fire behavior course (S-130/S-190) within first year of employment. Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Requires travel; may be on call 24 hrs. per day, 7 days per week.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Natural Resources Administrator 5	22915	EX	08/20/2006	16

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.)

Acts as Deputy Chief of Division of Wildlife to include administration of fisheries management, information & education, law enforcement & wildlife management,

OR

Acts as Deputy Chief of Division of Wildlife to include administration of five (5) wildlife districts, supervising wildlife district managers & developing statewide district policy, management systems & operational plans,

OR

Acts as Assistant Chief of Division of Parks & Recreation to include supervising park managers & field operations involving 72 state parks in daily operations (e.g., budget, manpower), plans & designs programs to enhance division effectiveness & provides guidance to park managers on divisional policies & procedures.

Reviews & approves plans for mining & reclamation & sets performance bond; develops & maintains division budget; develops grant & contract proposals; plans, reviews, recommends & approves acquisition, disposal & development of state park lands; reviews & recommends legislation; establishes eligibility standards for corps members & adopts & enforces rules of discipline; advises on land use management.

Represents director & division at conferences & related functions; coordinates activities with other divisions & local, state & federal agencies; conducts hearings; testifies at legislative hearings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management*; supervisory principles/techniques; employee training & development; state & federal laws, rules & guidelines pertaining to assigned area; natural resources of assigned area. Ability to develop complex reports & position papers; prepare & deliver speeches before specialized audiences & general public; gather, collate & classify information about data, people or things; resolve complaints from angry citizens & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate major core program & 36 mos. exp. in natural resources specialty indicated under job duties within approved position description.

-Or undergraduate major core program & 48 mos. exp. in natural resources specialty indicated under job duties within approved position description.

-Or 72 mos. trg. or 72 mos. exp. in natural resources specialty indicated under job duties within approved position description.

-Or 6 mos. exp. as Natural Resources Administrator 4, 22914, in assigned area.

-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:

Requires travel; may be on call 24 hrs. per day, 7 days per week.