

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

Wildlife Management

SERIES NO.:

2285

MAJOR AGENCIES:

Natural Resources

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the district wildlife management program manager is to plan, direct & coordinate wildlife management programs in assigned district.

At the lower levels, incumbents act as consultant to private landowners regarding wildlife management or assist in directing & coordinating district wildlife programs.

At the higher level, incumbents plan, direct & coordinate district wildlife programs & supervise district wildlife management staff.

CLASS TITLE

Wildlife Management Consultant

CLASS NUMBER

22851

PAY RANGE

30

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of wildlife management in order to provide technical advice & wildlife management plans for private landowners.

CLASS TITLE

Assistant Wildlife Management Supervisor

CLASS NUMBER

22855

PAY RANGE

11

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of wildlife management practices in order to assist in direction & coordination of wildlife programs in assigned district & supervise assigned staff (e.g., wildlife area supervisors &/or consultants).

CLASS TITLE

Wildlife Management Supervisor

CLASS NUMBER

22856

PAY RANGE

12

EFFECTIVE

09/05/1993

CLASS CONCEPT:

The second supervisory level class works under direction & requires thorough knowledge of wildlife management in order to plan & direct district wildlife programs & supervise area supervisors, assistant wildlife management supervisor & consultants.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Wildlife Management Consultant	22851	13	01/09/2005	30

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.)

Contacts private land owners, on request, to discuss implementation of wildlife management practices for improvement of wildlife habitat conditions, evaluates habitat conditions & writes specific plan for property giving consideration to present & future land uses, coordinates wildlife management projects, provides verbal & written technical information to public, evaluates, administers, negotiates & assures compliance with wetland restoration & switchgrass contracts, inspects, identifies & reports wetland drainage & filling violations, writes plans of corrective action, conducts on-site inspections to evaluate suitability & value of wetland developments, mediates disputes regarding interpretation of laws, reviews & approves ASCS applications, writes technical articles & reports, coordinates policies of various agencies to determine appropriate funding & reports of violations, defines unusual nuisance animal damage problems & economic severity & recommends immediate solutions.

Maintains contact with various state & federal agencies (e.g., soil conservation service; agricultural stabilization & conservation service; county engineers; soil & water conservation districts; cooperative extension service) for purpose of providing technical guidance & advice regarding adoption of wildlife practices that can be implemented through their existing programs.

Performs variety of public relations activities (e.g., personal contacts; mass media; news letters; slide shows) to inform public of interrelationship between wildlife management, soil, water, plants & people & represents Division of Wildlife on advisory councils & committees concerning land & water use practices that impact wildlife.

Assists in preparing federal aid documents, assists in formulation of long range federal aid programs & prepares annual budgets & project proposals.

Coordinates release of wildlife on private lands; responds to complaints from private land owners regarding nuisance or injured wildlife; gathers survey data on wildlife.

MAJOR WORKER CHARACTERISTICS:

Knowledge of wildlife management, wildlife or aquatic biology & resource management, agronomy or forestry; contract law*; federal & state laws & regulations concerning wildlife habitat & wetland development & management*; wildlife management practices; public relations. Skill in operation of personal computer, laser levels & survey equipment*. Ability to define problems, collect data, establish facts & draw valid conclusions; write technical program plans; gather, collate & classify data; interpret soil surveys, agricultural reports & soil test analysis.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in wildlife management or related field of study; must be able to provide own transportation.

-Or 24 mos. exp. in position responsible for wildlife management & conservation activities; must be able to provide own transportation.

-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:

Exposed to inclement weather; herbicides/ pesticides; diseased or dead animals; requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Assistant Wildlife Management Supervisor	22855	EX	01/09/2005	11

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.)

Assists in coordination of all wildlife management programs & activities in assigned district (e.g., assists in planning long & short term programs; prepares, audits & monitors annual equipment & maintenance budgets, work schedules & supporting biological or technical data; prepares legal contracts for sharecropping & timber sales; assists with continuing program of in-service training for field personnel; monitors cover mapping, farm & timber management, area planning, wetland design & construction & other wildlife or habitat management programs), administers district federal aid program & acts as administrative assistant to superior (e.g., advises on matters relating to district wildlife & habitat management programs) & recommends changes in division policy & regulations such as hunting & trapping rules & supervises assigned staff (e.g., wildlife area supervisors &/or consultants).

Provides verbal & written technical information to public involving enforcing/ interpreting Ohio Revised Code, administrative rules & any other state & federal regulation regarding wildlife (e.g., waterfowl regulations, U.S. Clean Water Act, Ohio EPA open burning regulations); provides technical assistance & expertise regarding animal damage control, nuisance, injured & orphaned wildlife, disease outbreak & epidemics (e.g., tranquilizes aggressive animals such as bears; monitors pesticide use & storage; captures injured animals) & presents educational clinics, develops & prepares presentations & displays for fairs & special events.

Prepares & reviews environmental impact statements, inspects & comments on suspected permit violations; prepares district control burning plans for approval, drafts & edits special/technical articles & reports; edits & prepares news releases; writes computer programs & enters data into computer.

Implements biological sampling techniques & schedules & supervises district wildlife management staff in collection of survey & research data (e.g., trapping, banding, sexing & aging waterfowl, turkeys & barn owls; hunter bag checks; wood duck nest & barn box maintenance & utilization); interprets survey & research data; completes oral & written reports & oversees implementation of wildlife management practices formulated from research results.

Attends variety of meetings; assists personnel of other sections (e.g., control burnings, pheasant stocking, nuisance animal control, coordinates treeplanter use & other activities as need arises); represents division at inter- governmental & sensitive public meetings, land-use meetings, habitat evaluations & mitigation teams.

MAJOR WORKER CHARACTERISTICS:

Knowledge of wildlife management; employee training & development; budgeting; supervisory principles/techniques*; public relations. Skill in operation of personal computer*; operation of farm machinery (e.g., tractor, trucks, mowers, chainsaws). Ability to define problems, collect data, establish facts & draw valid conclusions; write complex reports; gather, collate & classify data.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in wildlife management or related field of study; 12 mos. exp. in wildlife management; valid driver's license.

-Or 24 mos. exp. as Wildlife Area Supervisor, 22216 or Wildlife Management Consultant, 22851 or similar position responsible for coordinating wildlife management activities in assigned area; valid driver's license.

-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:

Exposed to inclement weather; heights; herbicides/ pesticides; diseased or dead animals; potential exposure to rabies, hepatitis, parasites, bites, respiratory disease & histoplasmosis.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Wildlife Management Supervisor	22856	EX	09/05/1993	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.)

Administers & coordinates wildlife management programs, specific cooperative management program (e.g., hunting, land management or farming) & related activities (e.g., cover mapping; establishing hunting & trapping regulations; oversees waterfowl program; approves permit applications) in assigned wildlife district & supervises area supervisors, assistant wildlife management supervisor & consultants, prepares budget, annual work plans, environmental assessments, work schedules & purchase orders, monitors federal aid programs, coordinates in-service training programs & trains district personnel.

Performs variety of public relations activities (e.g., gives presentations; prepares maps & information literature for public; prepares news releases; answers written & telephone inquiries; attends meetings; provides technical assistance to private land owners).

Oversees or conducts collection of research & survey data (e.g., hunter bag checks, next box utilization, line trap information).

MAJOR WORKER CHARACTERISTICS:

Knowledge of wildlife management practices; management*; supervisory principles/techniques; employee training & development*; budgeting; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare complex reports; gather, collate & classify data.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in wildlife management or related field of study; 36 mos. exp. in wildlife management; must be able to provide own transportation.

-Or 12 mos. exp. as Assistant Wildlife Management Supervisor, 22855, Wildlife Area Supervisor, 22216 or similar position; must be able to provide own transportation.

-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:

Exposed to inclement weather; may be exposed to pesticides/herbicides; diseased or dead animals; requires travel.