

Job Family Description

Jobs whose primary duties generally involve natural resources, environmental, and/or wildlife emphasis. Job family levels are distinguished by the nature, level and scope of work performed. Individuals assigned to positions in this job family often assist in functions such as environmental research, wildlife management, park management, and natural resource planning.

SC1201	Natural Resource Svcs I	Grade 104
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Level Definition:

Work at this level involves performing a range of skilled technical and support duties related to the coordination of environmental, natural resource, and wildlife related programs, facilities, or systems. Work assignments address routine problems and projects in the assigned area. Positions perform work under general supervision.

Knowledge Skills & Abilities

Ability to communicate effectively in writing. Ability to accurately follow both written and verbal directions. Ability to interact effectively with others in a professional manner. Skill in collecting, analyzing, and organizing data. Ability to apply general rules to specific problems. Ability to set priorities and complete work assignments accurately and timely. Ability to use tools necessary for assigned work. Basic knowledge of industry practices and procedures. Basic ability to evaluate distinct information to form general conclusions. Knowledge of laws and regulations pertaining to field of emphasis.

Minimum Education & Experience

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify education, certification, experience and/or qualifications depending on the position to be filled.

SC1202	Natural Resource Svcs II	Grade 105
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Level Definition:

Work at this level involves independently performing technical and professional assignments related to the coordination of environmental, natural resource, and wildlife related programs, facilities, or systems. Some positions may involve providing supervision or technical guidance to others.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to prepare and maintain records and reports. Ability to work independently. Ability to devise solutions to administrative or operational problems. Ability to plan, assign, and or supervise work of others.

Minimum Education & Experience

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify education, certification, experience and/or qualifications depending on the position to be filled.

SC1203	Natural Resource Svcs III	Grade106
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Level Definition:

Work at this level involves independently performing technical and professional assignments related to the coordination of environmental, natural resource, and wildlife related programs, facilities, or systems. Work is multi-disciplinary, and assignments address moderately complex issues, problems, and/or systems. Work may involve the review and evaluation of existing data and research. Provides technical guidance to others. May supervise others work.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to handle difficult situations with composure. Skill in the use of analytical tools and data analysis methods. Ability to work effectively within a complex work environment. Ability to make sense of, combine, and organize information into meaningful patterns. Skill in assessing the performance of others and to take corrective actions as necessary.

Minimum Education & Experience

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify education, certification, experience and/or qualifications depending on the position to be filled.

SC1204	Natural Resource Svcs IV	Grade 107
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Level Definition:

Work at this level involves performing highly complex technical and professional assignments in the coordination of environmental, natural resource, and wildlife related programs, facilities, or systems. Work is multi-disciplinary and regularly involves the review and evaluation of existing data and research. May involve participation in determination of project objectives and outcomes. Often has end-to-end responsibility for projects. Provides technical guidance to others. May supervise others work.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to interpret and apply regulations, policies, and procedures. Ability to implement new systems and procedures and evaluate their effectiveness. Skill in understand the implications of new information for current and future problem-solving and decision making. Skilled at applying principles, methodologies, standards, and best practices to identify needs and determine solutions.

Minimum Education & Experience

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify education, certification, experience and/or qualifications depending on the position to be filled.

SC1205	Natural Resource Svcs V	Grade 108
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Level Definition:

Work at this level involves performing the most highly complex technical and professional assignments in the coordination of environmental, natural resource, and wildlife related programs, facilities, or systems. Defines, directs, and provides leadership for highly complex and challenging programs or projects. Regularly has end-to-end responsibility for major projects or programs. Manages the work of others either directly or indirectly.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Skill in assessing the performance of the organization and to take corrective actions or direction changes as necessary. Knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Advanced ability to develop, interpret, and evaluate policies and procedures. Highly refined ability to handle difficult situations with composure.

Minimum Education & Experience

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify education, certification, experience and/or qualifications depending on the position to be filled.

Job family descriptions are not to be used as the sole determinant for classification assignment. Classification analysis includes a review of the job family description, comparisons to other state-wide positions, review of the job description and classification request, organizational structure, and agency information.