

OCCUPATIONAL GROUP: Engineering, Mathematics and Science

CLASS FAMILY: Animal and Wildlife Sciences

CLASS FAMILY DESCRIPTION:

This family of position includes those whose purpose is to provide expertise in the recognition, diagnosis, treatment and management of wild and foreign animal diseases in order to ensure the overall health and viability of wildlife populations and to protect domestic livestock and human health. Hatchery/Wildlife: This series includes positions which require professional knowledge and competence in the science of wildlife biology to perform work involving: (a) the conservation, propagation, management, protection, and administration of wildlife species; or (b) the determination, establishment, and application of biological facts, principles, methods, techniques, and procedures necessary for the conservation and management of wildlife resources and habitats. The work requires professional knowledge of the distribution, habits, life histories, and classification of birds, mammals, and other forms of wildlife.

CLASS TITLE: Animal Sciences Technical Aide

DISTINGUISHING CHARACTERISTICS OF LEVELS:

These positions perform work in the test barn collecting urine samples from racing horses and cleaning and maintaining the test barn area. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Obtains, divides, tags, seals, secures and stores urine samples.
- Records horse's identity on the individual samples.
- Verifies horse's identity by checking the files for proper tattoo and markings.
- Writes and files records of horses and their samples.
- Cleans test barn area and fills water buckets.
- Washes horses after race and walk s them and keeps them warm.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of West Virginia rules of racing as they pertain to the test barn.
- Knowledge of the racetrack and horsemen's procedures and customs.
- Ability to handle horses of varied temperaments.
- Ability to work long hours, irregular hours outdoors in all weather extremes.
- Ability to compile and keep records accurately.

MINIMUM QUALIFICATIONS:

Education: High school graduation or the equivalent.

Experience: None

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Wildlife Technical Associate

DISTINGUISHING CHARACTERISTICS OF LEVELS:

These positions perform work in a state hatchery and/or the State Wildlife Center. Duties include hatching, growing and distributing fish and overseeing the feeding and care of animals. These positions perform general maintenance of buildings, grounds and equipment, making necessary repairs. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Loads fingerling and stocking-sized fish in a tank truck and drives to release sites.
- Releases fingerling and stocking-sized fish into specified waters.
- Feeds pre-determined ration to fish on an established schedule.
- Constructs and repairs screens, gates, traps, nets, seines, and other equipment used in holding and caring for fish.
- Cleans rearing units, ponds, raceways, and other hatchery equipment with brushes, chemicals and water; makes routine repairs on all hatchery equipment.
- Observes fish for diseases and abnormalities and reports these to supervisors.
- Removes and disposes of mortalities from stock.
- Mows grass, rakes leaves, repairs roads, cuts brush, picks up trash and performs routine grounds maintenance.
- Cleans offices and buildings, paints buildings and fences, performs routine building maintenance; may perform minor carpentry, electrical, plumbing and masonry work in construction, alteration or repair of state facility.
- Monitors animals in cages, feeds them on schedule, and cleans cages as required.
- May lead work parties involved in specific projects of temporary duration at the facility.
- May work on acid stream neutralization projects.
- May conduct surveys or operate game checking stations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of animals food needs, health indicators, and general behavior.
- Knowledge of basic building maintenance trades.
- Knowledge of basic first aid procedures, safety regulations, and precautionary measures.
- Skill in operation of simple machines, motors and tools,

- Ability to learn to operate hatchery tools and equipment and make minor repairs on equipment used, such as: farm tractor and attachments, chainsaw, two-ton truck, lawn mower, water pump, generator, and small hand tools.
- Ability to perform arduous manual tasks for long hours under varying climatic conditions.
- Ability to lead the work of others and maintain effective working relationships with the general public, supervisors, and co-workers.
- Ability to meet the public and provide information as needed.

MINIMUM QUALIFICATIONS:

Education: High school graduation or the equivalent.

Experience: None

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: For employment at a state fish hatchery, applicants must obtain a valid CDL driver's license within six months of original appointment or transfer or be dismissed. For employment at other locations, a driver's license is required.

CLASS TITLE: Animal Sciences Technician Associate

DISTINGUISHING CHARACTERISTICS OF LEVELS:

These positions assist a veterinarian in supervising the test barn. They oversee the operation and personnel at the test barn, monitor samples taken from winning horses and maintain records. These positions may assign work schedules and instruct employees in work methods and procedures. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Confers with veterinarian problems and observations.
- Assists veterinarians in examining animals to determine the nature of illnesses or injuries.
- Monitors the collection of urine samples and maintains strict accounting of samples sent for tests on illegal drug use.
- Maintains records of horses, their tattoo number and information regarding sample collections.
- Checks documents of horses to verify eligibility.
- Completes bleeder certificates on horses.
- Orders and receives supplies and maintains inventory.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of West Virginia rules of racing.
- Knowledge of racetrack and horsemen's procedures and customs.
- Skill in venipuncture.
- Ability to assign and supervise the work of others.

- Ability to handle horses of varied temperaments.
- Ability to work long, irregular hours outdoors in all weather extremes.
- Ability to compile and keep records accurately.
- Ability to communicate well with a variety of people.

MINIMUM QUALIFICATIONS:

Education: High school graduation or the equivalent.

Experience: 0 – 2 years of full-time or equivalent part-time paid experience in thoroughbred or greyhound racing.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: Veterinarian Technician License may be required.

CLASS TITLE: Animal Sciences Technician

DISTINGUISHING CHARACTERISTICS OF LEVELS:

These positions perform work in a state hatchery and/or the State Wildlife Center. Duties include hatching, growing and distributing fish and overseeing the feeding and care of animals. These positions perform general maintenance of buildings, grounds and equipment; makes repairs to equipment and/or buildings, making necessary repairs. These positions may purchase supplies, give tours of the facility and supervise daily activities of seasonal employees. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.):*

- Spawns fish in season and monitors progress of hatching operation from egg incubation through all life stages until stocking.
- Weighs, counts and grades fish or fingerlings; loads them into holding tanks on trucks for transportation to stocking site.
- Transports fingerling and stocking-sized fish and releases them into specified waters.
- Monitors fish health by observation and laboratory work.
- Treats fish diseases and abnormalities by adding medication to food and water.
- Feeds pre-determined rations to fish on an established schedule.
- Writes reports detailing hatchery projects, activities and inventory.
- Constructs and repairs screens, gates, traps, nets, seines, and other equipment used in holding and caring for fish.
- Cleans rearing units, ponds, raceways, and other hatchery equipment with brushes, chemicals and water; makes routine repairs on all hatchery equipment.
- Removes and disposes of mortalities from stock.
- Conducts tours of the hatchery and answers visitors' questions.
- May perform finished carpentry, electrical, plumbing, and masonry work.
- May work on acid stream neutralization projects.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of fish culture and management.
- Knowledge of native fish species and their habitat requirements.
- Knowledge of hatchery operations and procedures.
- Knowledge of procedures followed in identification of fish diseases, dietary disorders, parasitic infestations, and other problems involved in fish culture.
- Knowledge of basic building maintenance trades.
- Knowledge of basic safety regulations and precautionary measures.
- Skill in the operation of hatchery tools and equipment.
- Skill in basic first aid procedures.
- Skill in operation of simple machines, motors, and tools.
- Ability to make minor repairs on equipment used, such as: farm tractor and attachments, chainsaw, two-ton truck, lawn mower, water pump, generator, and small hand tools.
- Ability to properly monitor hatchery water to assure quality control.
- Ability to construct and repair hatchery equipment.
- Ability to perform some arduous manual tasks for long hours under varying climatic conditions.
- Ability to lead the work of others and maintain effective working relationships with the general public, supervisors, and co-workers.
- Ability to meet the public and maintain control courteously.
- Ability to follow oral and written instructions with limited supervision.

MINIMUM QUALIFICATIONS:

Education: Associate's degree, related in fish or wildlife technology or fishery management, from a regionally accredited college or university.

Experience: None.

Education & Experience Substitution: 1 - 2 years of full-time or equivalent part-time paid experience in fish or wildlife management, fish culture, or agriculture may substitute for the required education.

Certificates, Licenses, Registrations For employment at a state fish hatchery applicants must obtain a valid commercial driver's license within six months of original appointment or transfer or be dismissed.

CLASS TITLE: Animal Sciences Technician Senior

DISTINGUISHING CHARACTERISTICS OF LEVELS:

These positions assist in planning, coordinating and supervising operations and employees of a state-owned fish hatchery engaged in trapping, spawning and stocking fish, incubating eggs, and rearing fry and adult fish. They are responsible for the maintenance of buildings and grounds and other hatchery functions. These positions supervise a variety of technical and non-technical support staff. In the absence of the Hatchery Manager, they will be responsible for managing the facility. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, organizes, directs and approves the work of other fish hatchery staff.
- Plans, organizes, and directs the operation and maintenance of hatchery facilities, including repairs and renovations of physical structures.
- Compiles data to write comprehensive reports detailing hatchery operations.
- Develops hatchery budgets.
- Prepares progress reports, work reports, time sheets and financial reports.
- Maintains inventory of equipment, materials and supplies.
- Enforces safety regulations.
- Prepares fish feeding, transporting, and stocking schedules.
- Inspects hatchery operations for safety, cleanliness, and neatness.
- Monitors fish health by observation and laboratory work.
- Treats fish for diseases and abnormalities by determining proper medication and adding it to fish food and water.
- Oversees the weighing, counting, grading and size-grouping of fish for release.
- Maintains records related to fish while they are at the Hatchery.
- Conducts tours of the hatchery and answers visitor's questions.
- Promotes and maintains goodwill of employees and general public.
- Oversees construction and repair of screens, gates, traps, nets, seines, and other equipment used in holding and caring for fish.
- Oversees cleaning of rearing units, pond raceways, and other hatchery equipment.
- Oversees construction and repair of screens, gates, traps, nets, seines, and other equipment used in holding and caring for fish.
- Oversees cleaning of rearing units, pond raceways, and other hatchery equipment.
- Oversees hatchery building and grounds maintenance.
- May drive a stocking truck and distribute fish.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of all fish hatchery functions and operations and their related safety procedures.
- Knowledge of native fish species and their habitat requirements.
- Knowledge of the principles of planning, organizing, and conducting hatchery programs.
- Knowledge of the procedures followed in identification of fish diseases, dietary disorders, parasitic infestations and other problems involved in fish culture.
- Knowledge of buildings and grounds maintenance procedures and basic building maintenance trades.
- Knowledge of safety regulations and precautionary measures.
- Skill in first aid procedures.
- Skill in use of standard fisheries sampling and analyzing techniques and operation of laboratory equipment.
- Ability to effectively plan, organize, supervise and direct work of fish hatchery employees and prepare work plans and reports.

- Ability to effectively plan, organize, and direct all hatchery operations and maintenance.
- Ability to apply knowledge of fisheries biology to hatchery management activities and techniques.
- Ability to develop and monitor budgets.
- Ability to construct, operate, and repair specialized hatchery equipment; and operate and perform minor maintenance on equipment such as: farm tractor and attachments, chainsaw, two-ton truck, lawn mower, water pump, generator, and small hand tools.
- Ability to keep accurate records in a clear concise form and write comprehensive reports.
- Ability to anticipate the need for and order all hatchery supplies and equipment.
- Ability to establish and maintain satisfactory working relationships with the public, supervisors, and coworkers.
- Ability to communicate effectively in oral and written form.
- Ability to issue and follow oral and written instructions with minimal supervision and exercise sound judgment.
- Ability to perform arduous physical labor for long hours under varying climatic conditions.

MINIMUM QUALIFICATIONS:

Education: Associate's degree, related to fisheries, wildlife, natural resource management or aqua-culture, from a regionally accredited college or university.

Experience: None.

Education & Experience Substitution: Full-time or equivalent part-time paid experience in fish culture or fish management may be substituted for the education requirement at the rate of 2 years of experience equals 1 year of college education. **OR,** Bachelor's degree from a regionally accredited college or university with a major in wildlife or fisheries biology, fish culture, agriculture, biology, environmental sciences, or animal sciences may substitute for the required education on a year-for year basis.

Certificates, Licenses, Registrations: A valid driver's license. A commercial driver's license may be required.

CLASS TITLE: Animal Sciences Coordinator

DISTINGUISHING CHARACTERISTICS OF LEVELS:

These positions direct the operations of a state owned fish hatchery, which includes planning, coordinating and directing the operations and employees engaged in spawning fish, incubating eggs, rearing fry and adults, and subsequent distribution of catchable sized trout to provide recreational opportunities. They maintain buildings and grounds that will ensure the hatchery production and distribution. These positions may supervise lower level, part-time, and/or temporary staff. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, organizes, directs and approves the work of other fish hatchery staff.

- Plans, organizes, and directs the operation and maintenance of hatchery facilities, including repairs and renovations of physical structures.
- Compiles data to write comprehensive reports detailing hatchery operations.
- Develops hatchery budgets.
- Prepares progress reports, work reports, time sheets and financial reports.
- Assists superiors in developing long-range plans.
- Supervises development, remodeling, use and maintenance of specialized equipment.
- Recommends construction or expansion activities.
- Devises new methods and techniques.
- Leads development of new scientific species.
- Maintains inventory of equipment, materials and supplies.
- Enforces safety regulations.
- Inspects hatchery operations for safety, cleanliness, and neatness.
- Monitors fish health by observation and laboratory work.
- Treats fish for diseases and abnormalities by determining proper medication and adding it to fish food and water.
- Oversees the weighing, counting, grading and size-grouping of fish for release.
- Maintains records related to fish while they are at the hatchery.
- Conducts tours of the hatchery and answers visitor's questions.
- Promotes and maintains goodwill of employees and general public.
- Oversees construction and repair of screens, gates, traps, nets, seines, and other equipment used in holding and caring for fish; assists as necessary.
- Oversees cleaning of rearing units, pond raceways, and other hatchery equipment; assists as necessary.
- Makes routine repairs on hatchery equipment.
- Oversees hatchery grounds maintenance including mowing grass, raking leaves, repairing roads, cutting brush, picking up trash; assists as necessary.
- Oversees hatchery building maintenance including cleaning offices and buildings, painting buildings and fences; assists as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of fish culture and management.
- Knowledge of all fish hatchery functions and operations and their related safety procedures.
- Knowledge of native fish species and their habitat requirements.
- Knowledge of the principles of planning, organizing, and conducting hatchery programs.
- Knowledge of the procedures followed in identification of fish diseases, dietary disorders, parasitic infestations and other problems involved in fish culture.
- Knowledge of buildings and grounds maintenance procedures and basic building maintenance trades.
- Knowledge of safety regulations and precautionary measures.
- Skill in first aid procedures.

- Skill in use of standard fisheries sampling and analyzing techniques and operation of laboratory equipment.
- Ability to effectively train, organize, supervise and direct work of fish hatchery employees and prepare work plans and reports.
- Ability to effectively plan, organize, and direct all hatchery operations and maintenance.
- Ability to apply knowledge of fisheries biology to hatchery management activities and techniques.
- Ability to develop and monitor budgets.
- Ability to construct, operate, and repair specialized hatchery equipment; and operate and perform minor maintenance on equipment such as: farm tractor and attachments, chainsaw, two-ton truck, lawn mower, water pump, generator, and small hand tools.
- Ability to keep accurate records in a clear concise form and write comprehensive reports.
- Ability to anticipate the need for and order all hatchery supplies and equipment.
- Ability to establish and maintain satisfactory working relationships with the public, supervisors, and coworkers.
- Ability to operator a motor vehicle.
- Ability to communicate effectively in oral and written form.
- Ability to issue and follow oral and written instructions with minimal supervision and exercise sound judgement.
- Ability to adapt to a variety of situations involving long hours, hazardous conditions, and difficult circumstances.

MINIMUM QUALIFICATIONS:

Education: Associate's degree, related to fisheries, wildlife, natural resource management, or aqua-culture, from a regionally accredited college or university.

Experience: 1 - 2 years of full-time or equivalent part-time paid work experience in fish culture or fish management.

Education & Experience Substitution: 2 years of full-time or equivalent part-time paid experience as an Animal Sciences Technician Senior may substitute for the education. **OR** Bachelor's degree from a regionally accredited college or university with a major in wildlife or fisheries biology, fish culture, agriculture, biology, environmental sciences or animal sciences may substitute for the required education and experience.

Certificates, Licenses, Registrations: A valid driver's license. A commercial driver's license may be required.

CLASS TITLE: Wildlife Specialist

DISTINGUISHING CHARACTERISTICS OF LEVELS:

These positions direct a variety of services in relation to the fish and game programs of the State of West Virginia. They are responsible for managing public hunting and fishing areas, assisting in the game and fish surveys, transplanting fish and game, and trapping animals. These positions are responsible for wildlife management and law enforcement activities on a wildlife management area. They manage surveys, transplant fish and game, and trap animals. These positions are responsible for public contact and explaining DNR programs related to the area of

assignment. They may supervise small groups on specific projects. Work may require overnight travel and may require work outside in varying weather conditions, over difficult terrain and/or state waters. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- May supervise a wildlife management area including all planning, maintenance, operations, supervision, and public relations as necessary.
- Trap, identifies, and transports live animals.
- Organizes and develops an area management plan and insures implementation.
- Maintains inventory of all equipment, materials and supplies.
- Prepares work reports, progress reports, time sheets and financial reports.
- Enforces natural resources laws, rules, regulations in assigned area.
- Operates a variety of equipment necessary to maintain a public hunting and fishing area, hatchery facility or district management program.
- Performs minor repairs and/or construction work on area of assignment using power and small hand tools.
- Conducts fish and/or game management field surveys under the general supervision of a biologist.
- Utilizes scientific fish collecting apparatus in conducting fisheries surveys.
- May be responsible for the hatching, feeding, grading, transporting and stocking of fish, and keeping related hatchery records.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of fishery and game management practices, principles and techniques.
- Knowledge of native species of fish and wildlife and their habits and habitat requirements.
- Knowledge of safety regulations and precautionary measures.
- Knowledge of basic first-aid procedures.
- Ability to learn State fish and game laws, rules, and regulations.
- Ability to demonstrate skill in hunting, fishing, and trapping.
- Ability to utilize standard fisheries or wildlife sampling techniques.
- Ability to supervise workers on assigned area and prepare work plans and payroll reports.
- Ability to keep accurate records and write reports in a clear, concise form.
- Ability to establish and maintain good working relationships with subordinates, co-workers, supervisors, and the general public.
- Ability to carry out instruction with minimal supervision and exercise good judgment.
- Ability to operate and perform minor maintenance on equipment such as: farm tractor and attachments, chain saw, 4WD vehicle, dump truck, lawn mower, water pump, generator, small power tools, and outboard motorboats, etc.
- Physical ability to perform arduous labor for long hours under varying climatic conditions over difficult terrain.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university related to wildlife or fisheries biology.

Experience: None

Education & Experience Substitution: Associate's degree in wildlife or fisheries biology plus 1 - 2 years of full-time or part-time equivalent paid experience in the field of natural resources may substitute for the education.

Certificates, Licenses, Registrations: A valid driver's license.

Promotional Only: Full-time or equivalent part-time paid work in the field of game or fish management may substitute for the education requirement on a year-for-year basis.

CLASS TITLE: Wildlife Biologist 1

DISTINGUISHING CHARACTERISTICS OF LEVELS:

These positions perform professional biological and technical work at the full-performance level. They may serve as assistant district and/or staff biologist in charge of a specific investigation and apply scientific procedures and data to studies of animal and/or plant life and biological and environmental conditions affecting the protection and enhancement of such natural resources of the state. They may supervise lower level, part-time, and/or temporary staff. Work may require overnight travel and may require work outside in varying weather conditions, over difficult terrain and/or state waters. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans and conducts scientific research, experiments, investigations, and population surveys to estimate or monitor prevalence, distribution, and movement of species of plant or wildlife using biotelemetry or sampling techniques; conducts toxicity testing and cultures test organisms.
- Serves as project leader and may oversee lower-level staff performing technical or non-technical duties in scientific investigations or natural resource management activities.
- May assist district biologist in supervision and operation of public facilities in a multi-county area of the state.
- Collects and classifies hydrological, biological and/or chemical research data and performs field and laboratory analyses to determine population status and environmental life support levels. Maps distribution using aerial and topographic maps.
- Interprets and evaluates scientific and technical research data compiled and prepares technical reports regarding findings; assesses cause and/or factors affecting status and impact on quality of life conditions and/or recovery plan.
- Applies survey results to the development and implementation of resource management plans, documents environmental impact or toxicity and/or investigative abatement or mitigation activities.
- Investigates reports of wildlife sightings and kills, habitat disturbances, property damage, and assists public with nuisance wildlife problems.

- Coordinates meetings and participates in public information activities including educational presentations and public speaking; may prepare news releases and scientific articles, reports, and brochures.
- Represents organizational unit in multi-agency, academic, research and sporting groups.
- May participate in completing grant applications, contract proposals, federal aid projects, land acquisitions, public access applications, and review procedures.
- Performs routine maintenance and minor repairs on testing and sampling equipment, vehicles, boats and attire.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of environmental chemistry and the principles and practices of fisheries, wildlife, botanical, and/or aquatic biology.
- Knowledge of flora and fauna native to West Virginia and rare, threatened, and endangered species; their habits and/or habitat requirements; environmental sensitivities; and principles and practices of natural resource management.
- Knowledge of scientific research, data analysis, field investigation, and literature search techniques.
- Knowledge of biological statistics, scientific applications, sampling techniques, and computerized data analyses.
- Skill in the use of environmental and biological sampling, laboratory, and technical equipment (such as incubators, autoclaves, sterilizing ovens, multiplate samplers, meters) and analytical techniques.
- Skill in first-aid and lifesaving procedures and standard scientific safety precautions.
- Skill in swimming, SCUBA diving, snorkeling, rock-climbing, rappelling, and/or trapping.
- Ability to communicate effectively, both verbally and in writing and to follow oral and written instructions and exercise sound judgment in decision making.
- Ability to establish and maintain effective working relationships with co-workers, government officials, and the general public.
- Ability to use and interpret topographic and aerial maps.
- Ability to operate 4-wheel drive, standard transmission, vehicles, pull, launch, operate and trailer motorboats; pull and park trailers; and communicate via mobile radio equipment.
- Ability to lift and carry equipment, supplies and/or biological specimens for considerable distances and under rugged conditions.
- Ability to perform strenuous and potentially hazardous work for long hours under varying climatic and environmental conditions which may include adverse conditions or situations.
- Ability to operator a motor vehicle.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a regionally accredited college or university with a major in a natural science field.

Experience: None.

Certificates, Licenses, Registrations: A valid driver's license.

Promotional Only: Bachelor's degree in a natural science field plus 3 - 4 years of full-time or equivalent part-time paid experience in the field or aquatic, botanical, fisheries, or wildlife resources management may substitute for the Master's degree.

AREAS OF ASSIGNMENT:

Aquatic Biology - Master's degree in natural science including satisfactory completion of one of the following courses: Aquatic Biology, Aquatic Ecology, Aquatic Fisheries Entomology, Aquatic Invertebrate Zoology, OR Limnology; Botanical Biology - Master's degree in plant ecology or botany; Fisheries Biology - Master's degree in fisheries; Wildlife Biology - Master's degree in wildlife.

CLASS TITLE: Wildlife Biologist 2

DISTINGUISHING CHARACTERISTICS OF LEVELS:

These positions serve as the supervisor of a regional component of a major statewide program or as a program specialist (advisor of a major statewide program). They plan, conduct and/or oversee program activities in scientific, applied resources management and investigations. Work may require overnight travel and may require work outside in varying weather conditions, over difficult terrain and/or state waters. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Serves as regional program supervisor or program specialist and supervises lower-level staff performing technical or non-technical duties in scientific investigations or natural resource management activities.
- Develops operational procedures and recommends operational policies and research activities. Interprets regulations, policies and statutes.
- Interprets and evaluates technical reports of hydrological, biological, or chemical research data compiled; assesses cause and/or factors effecting status and impact on quality of life conditions; and recommends harvest practices or recovery plans.
- Applies findings and conclusions to the development and implementation of strategic or operational resource management plans, documents environmental impact or toxicity, and/or investigates abatement or mitigation activities or plans.
- Designs statistically sound scientific investigations and population surveys to estimate or monitor prevalence, distribution, and movement of species using biotelemetry or sampling techniques. Collects data and performs analyses to determine population status and adequacy of study plan.
- Reviews proposed projects, assesses environmental impact on wildlife, and seeks mitigation activities. Documents findings and testifies in court as an expert witness.
- Investigates reports of wildlife sightings and kills, habitat disturbances, property damage, and assists public with nuisance wildlife problems.

- Coordinates meetings and participates in public information activities including educational presentations and public speaking; may prepare news releases and scientific articles, reports, and brochures.
- Represents organizational unit in multi-agency, academic, research and sporting groups.
- May participate in completing grant applications, contract proposals, federal aid projects, land acquisitions, public access applications, and review procedures.
- Performs field maintenance and minor repairs on testing and sampling equipment, vehicles, boats and attire.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and techniques of supervising (including budgeting, organizing, planning, and reporting) and directing activities of subordinates and coordinating activities with peers and counterparts in other organizations.
- Knowledge of state and agency organizational structure and programs and their relationships, applicable federal and state laws, rules and regulations relating to natural resources management, and the legislative process and protocols.
- Knowledge of environmental chemistry and the principles and practices of fisheries, wildlife, botanical, and/or aquatic biology.
- Knowledge of flora and fauna native to West Virginia and rare, threatened, and endangered species; their habits and/or habitat requirements; environmental sensitivities; and principles and practices of natural resource management.
- Knowledge of scientific research, data analysis, field investigation, and literature search techniques.
- Knowledge of biological statistics, scientific applications, sampling techniques, and computerized data analyses.
- Knowledge of state and federal laws, rules and regulations relating to natural resources management.
- Skill in the use of environmental and biological sampling, laboratory, and technical equipment (such as incubators, autoclaves, sterilizing ovens, multiplate samplers, meters) and analytical techniques.
- Skill in first-aid and lifesaving procedures and standard scientific safety precautions.
- Skill in swimming, SCUBA diving, snorkeling, rock-climbing, rappelling, and/or trapping.
- Ability to supervise, issue and follow oral and written instructions and exercise sound judgment in decision-making and to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, government officials, and the general public.
- Ability to operate 4-wheel drive, standard transmission, vehicles, pull, launch, operate and trailer motorboats; pull and park trailers; and communicate via mobile radio equipment.
- Ability to lift and carry equipment.
- Ability to lift and carry equipment, supplies and/or biological specimens for considerable distances and under rugged conditions.

- Ability to perform strenuous and potentially hazardous work for long hours under varying climatic and environmental conditions which may include adverse conditions or situations.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a regionally accredited college or university with a major in a natural science field.

Experience: 2 - 4 years of full-time or part-time equivalent paid experience in the field of aquatic, botanical, fisheries, or wildlife resources management or research in a professional biological capacity, 6 months - 1 year of which shall have been in a supervisory capacity.

Education & Experience Substitution: Ph.D. degree in aquatic, botanical, fisheries, or wildlife biology from a regionally accredited college or university may substitute for the required nonsupervisory or administrative experience.

Certificates, Licenses, Registrations: A valid driver's license.

Promotional Only: Bachelor's degree in a natural science field plus 2 - 4 years of full-time or equivalent part-time paid experience in the field or aquatic, botanical, fisheries, or wildlife resources management may substitute for the Master's degree.

Areas of Assignment: Aquatic Biology - Master's degree in natural science including satisfactory completion of one of the following courses: Aquatic Biology, Aquatic Ecology, Aquatic Fisheries Entomology, Aquatic Invertebrate Zoology, OR Limnology; Botanical Biology - Master's degree in plant ecology or botany; Fisheries Biology - Master's degree in fisheries; Wildlife Biology - Master's degree in wildlife.

CLASS TITLE: Wildlife Biologist 3**DISTINGUISHING CHARACTERISTICS OF LEVELS:**

These positions serve as the supervisor of a major statewide program or direct activities at the district level under the direction of a manager or administrator. They develop operational policies and procedures to be utilized in resource management, research and investigation activities.

Duties include supervision of professional, technical and/or non-technical staff including planning, coordinating and directing scientific program activities. Work may require overnight travel and may require work outside in varying weather conditions, over difficult terrain and/or state waters. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Serves as program or district biologist and plans, coordinates and directs program or regional activities through varied staff performing technical or non-technical duties in scientific or natural resource activities.
- Evaluates and interprets scientific and technical research data compiled; assesses causes and draws conclusions; formulates strategic and operational plans, for resource management or protection or supervisory review.

- Applies investigative findings to current program objectives and status, and develops and implement modifications to plan or operational procedure as necessary.
- Reviews and analyzes proposed projects, assesses and documents environmental impact, and investigates or negotiates modification or mitigation activities or plans.
- Prepares technical and status reports, scientific findings, and resource management plans for publication.
- Participates in public relations activities including presentation to educational, civic, collegiate, public, and sporting groups.
- Coordinates meetings and represents and reports on program status in multi-agency, academic, research and professional groups.
- Writes news releases and publication articles covering area of assignment.
- Monitors prevalence and/or movement of species. Studies data patterns to evaluate success of plans and recommend harvest or protection modifications to regulations or plans.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and techniques of supervising (including budgeting, organizing, planning, and reporting) and directing activities of subordinates and coordinating activities with peers and counterparts in other organizations.
- Knowledge of state and agency organizational structure and programs and their relationships, applicable federal and state laws, rules and regulations relating to natural resources management, and the legislative process and protocols.
- Knowledge of environmental chemistry and the principles and practices of fisheries, wildlife, botanical, and/or aquatic biology.
- Knowledge of flora and fauna native to West Virginia and rare, threatened, and endangered species; their habits and/or habitat requirements, environmental sensitivities; and principles and practices of natural resource management.
- Knowledge of scientific research, data analysis, field investigation, and literature search techniques.
- Knowledge of biological statistics, scientific applications, sampling techniques, and computerized data analyses.
- Skill in the use of environmental and biological sampling, laboratory, and technical equipment (such as incubators, autoclaves, sterilizing ovens, multiplate samplers, meters) and analytical techniques.
- Skill in first-aid and lifesaving procedures and standard scientific safety precautions.
- May require skill in swimming, SCUBA diving, snorkeling, rock-climbing, rappelling, and/or trapping.
- Ability to supervise, issue and follow oral and written instructions and exercise sound judgment in decision-making and to communicate effective both orally and in writing.
- Ability to evaluate operational situations, analyze technical and statistical data, recognize trends, and recommend administrative, operational and policy decisions based on conclusions.
- Ability to establish and maintain effective working relationships with co-workers, government officials, and the general public.

- Ability to operate 4-wheel drive, standard transmission, vehicles, pull, launch, operate and trailer motorboats; pull and park trailers; and communicate via mobile radio equipment.
- Ability to lift and carry equipment, supplies and/or biological specimens for considerable distances and under rugged conditions.
- Ability to respond to potentially hazardous and strenuous work for long hours under varying climatic and environmental conditions which may include adverse conditions or situations.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a regionally accredited college or university with a major in a natural science field.

Experience: 4 – 5 years of full-time or part-time equivalent paid employment in the field of aquatic, botanical, fisheries, or wildlife resources management or research in a professional biological capacity, 6 months – 1 year of which shall have been in a supervisory capacity.

Education & Experience Substitution: Ph.D. degree in aquatic, botanical, fisheries, or wildlife biology from a regionally accredited college or university may substitute for the required non-supervisory or administrative experience.

Certificates, Licenses, Registrations: A valid driver's license.

Promotional Only: Bachelor's degree in a natural science field plus 2 - 4 years of full-time or equivalent part-time paid experience in the field or aquatic, botanical, fisheries, or wildlife resources management may substitute for the Master's degree.

Area of Assignment: Aquatic Biology - Master's degree in natural science including satisfactory completion of one of the following courses: Aquatic Biology, Aquatic Ecology, Aquatic Fisheries Entomology, Aquatic Invertebrate Zoology, OR Limnology; Botanical Biology - Master's degree in plant ecology or botany; Fisheries Biology - Master's degree in fisheries; Wildlife Biology - Master's degree in wildlife.

CLASS TITLE: Wildlife Program Manager 1

DISTINGUISHING CHARACTERISTICS OF LEVELS:

These positions oversee the management of a group of employees that is responsible for one or more of the following: all wildlife, habitat and/or aquatic resources in an assigned region or area. These positions are responsible for preparing work plans, setting and controlling a budget, and supervising employees. They compile, analyze and interpret a variety of complex biological, sociological and economic data. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Responsible for supervisory functions over an occupational statewide group and/or region.
- Oversees program(s).
- Responsible for developing budget recommendations; reviewing, monitoring and controlling expenditures from budget(s).

- Recommends hiring, firing and discipline decisions; conducts performance appraisals.
- Makes recommendations for policies and procedures and implements policies.
- Researches/resolves difficult questions/complaints requiring technical knowledge.
- Coordinates with other agencies, departments, programs and/or outside entities.
- Trains subordinates and public entities.
- Insures compliance with state and federal requirements.
- Interacts with the public regarding wildlife programs and conflict resolution.
- Supervises and directs multiple crews performing technical/scientific responsibilities.
- Directs law enforcement activities within a region, coordinates interaction with legal system.
- Writes detailed evaluation reports on strategic plan program and makes recommendations.
- Directs, instructs, counsels and supervises agency personnel toward the accomplishment of agency goals and objectives and strategic plan program goals.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles, concepts and practices of wildlife management at an advanced level.
- Knowledge of processes of State government, including legislative and administrative processes and the guiding principles and concepts underlying these processes.
- Knowledge of policies and procedures established for the work system, acquired on the job.
- Knowledge of organization, planning and management of a staff of workers and supervisory personnel, working toward goals and objectives of the work system.
- Knowledge of laws and statutes associated with justice system.
- Knowledge of principles, concepts and current practices of government management including budget development and control, personnel and purchasing management, administrative prerogatives and responsibilities.
- Skill in oral and written communications and public speaking.
- Skill in directing scientific investigations
- Ability to operator a motor vehicle.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a regionally accredited college or university related to a natural science field.

Experience: 3 – 4 years of full-time or equivalent part-time paid experience in the area of assignment, 1 – 2 years of which must have been in a supervisory capacity.

Education & Experience Substitution: Experience as described above may substitute for the education on a year-for-year basis.

Certificates, Licenses, Registrations: A valid driver's license.

Area of Assignment: Aquatic Biology - Master's degree in natural science including satisfactory completion of one of the following courses: Aquatic Biology, Aquatic Ecology,

Aquatic Fisheries Entomology, Aquatic Invertebrate Zoology, OR Limnology; Botanical Biology - Master's degree in plant ecology or botany; Fisheries Biology - Master's degree in fisheries; Wildlife Biology - Master's degree in wildlife.

CLASS TITLE: Wildlife Program Manager 2

DISTINGUISHING CHARACTERISTICS OF LEVELS:

These positions administer a statewide wildlife or fisheries program, including management of district operations and statewide projects within the Wildlife Resources Section. They organize and administrate a unit by clearly defining goals and objectives, establishing manpower and budgeting allocations, monitoring and evaluating program(s) and coordinating with the Director of Wildlife and other units in Wildlife Resources. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Directs, instructs and counsels subordinate personnel who are section managers or highly skilled technicians carrying out tasks requiring considerable judgment or creative effort.
- Instructs, directs and advises subordinate supervisors and others as necessary.
- Resolves problems and questions presented by subordinate supervisory or management staff regarding work processes, policies, organization or methods at the agency level.
- Devises a timetable, schedule or agenda for achievement of work objectives, completion of projects or development of changes in work processes.
- Writes and approves contracts or memoranda of agreements to provide for relationships with other agencies, outside consultants, other governments or individuals.
- Reads, examines, and reviews reports prepared by subordinate supervisors, consultants or specialists.
- Gives and receives information at division administrator level of authority and responsibility.
- Constructs and develops operational policies within framework of state laws and regulations and guidelines established by the Wildlife Director.
- Develops, reviews and makes adjustments in a long-range plan for the section under direction of
- Wildlife Director.
- Devises methods of measuring effectiveness in achieving goals and objectives.
- Establishes and maintains work standards, procedures, methods and rules for the section.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and practices in the area of wildlife resources to evaluate new techniques or practices covering a range of unusual or atypical applications.
- Knowledge of relevant local, state and federal legislation; governmental relationships, organizational structure and protocols; and state legislative processes and judicial procedures as they relate to program.

- Knowledge of principals and practices of management including planning, budgeting, staffing, training, controlling and reporting.
- Knowledge of appropriate methods and techniques used in collection, organization and evaluation of technical data.
- Knowledge of the principles and practices of personnel management, budget preparation, and public administration.
- Skill in oral and written communications and public speaking.
- Skill in directing scientific investigations.
- Ability to direct investigations, review technical and statistical data, recommend appropriate action based on results obtained.
- Ability to review and submit comments and recommendations relevant to proposed new or modified legislation.
- Ability to present and defend policies where dissention or opposing views may occur and agreement or compromise is desired.
- Ability to follow oral and written instructions, exercise sound judgment, and work under limited supervision.
- Ability to exercise independent judgment, delegate authority and evaluate the results of work performed.
- Ability to keep accurate records; write reports in a clear, concise form; and present factual material and ideas effectively.
- Ability to operate a motor vehicle in West Virginia.

MINIMUM QUALIFICATIONS:

Education: Master of Science degree from a regionally accredited college or university related to a Natural Science field.

Experience: 4 - 5 years of full-time or equivalent part-time paid experience in the area of wildlife management, 2 – 3 years of which must have been in a supervisory capacity.

Education & Experience Substitution: Experience as described above may substitute for the education on a year-for-year basis.

Certificates, Licenses, Registrations: A valid driver's license.

Area of Assignment: Aquatic Biology - Master's degree in natural science including satisfactory completion of one of the following courses: Aquatic Biology, Aquatic Ecology, Aquatic Fisheries Entomology, Aquatic Invertebrate Zoology, OR Limnology; Botanical Biology - Master's degree in plant ecology or botany; Fisheries Biology - Master's degree in fisheries; Wildlife Biology - Master's degree in wildlife.

CLASS TITLE: Wildlife Director

DISTINGUISHING CHARACTERISTICS OF LEVELS:

This position serves as the principal administrative officer of a program vital to the mission of the Wildlife Resources Section and the Division of Natural Resources as mandated by Chapter 20 of the State Code. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the*

duties listed; nor do the examples listed cover all of the duties which may be assigned.)

- Administers a wildlife program of the state consistent with federal and state laws and policy and accepted principles.
- Recommends and oversees preparation of legislation and administrative procedures as necessary to maintain wildlife activities consistent with current needs and fluctuating circumstances.
- Chairs meetings; delivers speeches; writes articles and disseminates other informational materials to explain wildlife principles and acquaint public and private organizations with mission, policies, regulations; details impact on activities; encourages cooperation and support.
- Directs preparation of budget requests covering staff and equipment requirements, allocates funds to organizational units, and approves expenditures.
- May obtain and continue state primacy in administration of federally mandated wildlife programs and maximize federal fund eligibility.
- Attends meetings, seminars and symposiums to maintain knowledge of technical, scientific and professional advancements in the area of wildlife resources.
- Plans, organizes, implements, monitors, controls and evaluates activities of professional, technical and scientific staff through subordinate managers; work accomplishments; and methodology.
- Cooperates and coordinates plans and programs of the section with officials of other divisions, offices and activities of local, state, interstate, and federal government entities, and interested parties and seeks agreement to resolve policy, compliance or jurisdictional issues and establish common goals.
- Testifies at legislative, judicial, or public hearings on agency position or as a subject-matter expert. Represents agency as state representative on multi-state boards, advisory groups, etc.
- Plans, organizes, implements, monitors, controls and evaluates activities of professional, technical and scientific staff through subordinate managers; work accomplishments; and methodology.
- Issues, executes, administers, and enforces state laws, rules and regulations regarding wildlife, development, protection, enjoyment and use of natural resources of the state for maintenance or intrinsic, ecological or beneficial value.
- Enters private lands to investigate and monitor wildlife status.
- Negotiates utilization of resources consistent with public interest. Modifies or recommends action to revoke or suspend operational licenses or permits and may seek injunction, or civil action against violators. May execute writs and warrants, make arrests, and/or enter into consent orders.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and practices in the wildlife resources management to evaluate new techniques or practices covering a range of unusual or atypical applications.
- Knowledge of relevant local, state and federal legislation; governmental relationships, organizational structure and protocols; and state legislative processes and judicial procedures as they relate to program.

- Knowledge of principles and practices of management including planning, budgeting, staffing, training, controlling and reporting.
- Knowledge of appropriate methods and techniques used in collection, organization and evaluation of technical data.
- Knowledge of the principles and practices of personnel management, budget preparation, and public administration.
- Skill in oral and written communications and public speaking.
- Skill in directing wildlife investigations.
- Ability to direct investigations, review technical and statistical data, recommend appropriate action based on results obtained.
- Ability to review and submit comments and recommendations relevant to proposed new or modified legislation.
- Ability to present and defend policies where dissention or opposing views may occur and agreement or compromise is desired.
- Ability to follow oral and written instructions, exercise sound judgment, and work under limited supervision.
- Ability to establish and maintain effective working relationships with federal, state and local officials, the general public, regulated community, supervisor, co-workers and staff.
- Ability to comprehend and interpret theory, principles, laws and regulations, policies and objectives of a scientific/technical concern.
- Ability to evaluate operational activities and emerging technology to develop plans for implementing wildlife resource objectives or recommending administrative or policy decisions.
- Ability to exercise independent judgment, delegate authority and evaluate the results of work performed.
- Ability to keep accurate records; write reports in a clear, concise form; and present factual material and ideas effectively.
- Ability to operate a motor vehicle in West Virginia.

MINIMUM QUALIFICATIONS:

Education: Master's Degree from a regionally accredited college or university major in a Natural Science field.

Experience: 6 – 7 years of full-time or equivalent part-time paid experience in the area of wildlife management, 4 – 5 years of which must have been in a supervisory capacity.

Education & Experience Substitution: Experience as described above may substitute for the education on a year-for-year basis.

Certificates, Licenses, Registrations: A valid driver's license.

Promotional Only: Additional qualifying experience may substitute for the undergraduate education, on the basis that 1 year of experience is equal to 30 semester hours of college.

CLASS TITLE: Veterinarian

DISTINGUISHING CHARACTERISTICS OF LEVELS:

These positions perform professional work involving examining horses or dogs at race tracks to assess their general health and ability to race. They administer programs and regulations involving the wellbeing of horses or dogs at the race track. These positions are involved with the identification, prevention, treatment, control and eradication of wildlife diseases and other wildlife related health issues. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Assesses the competitive fitness of race horses/dogs by direct examination for health soundness and injuries.
- Conducts urine or blood sampling for chemical analysis.
- Enforces medication regulations and administers health and medication programs.
- Determines when a horse/dog is fit to be taken off the disabled list.
- Treats emergencies when necessary.
- Provides information to and serves as liaison among racing officials, other veterinarians, and state and federal officials.
- Maintains treatment and performance records; prepares reports.
- Trains and supervises veterinarian assistants.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of veterinary medicine.
- Knowledge of federal and state laws and regulations pertaining to racing, medications, and animal health.
- Skill in various medical procedures and the use of instruments to examine horses/dogs.
- Ability to apply standard medical and program practices, techniques and principles of the work described.
- Ability to plan, organize, supervise and coordinate the work of professional and technical support staff.
- Ability to establish and maintain effective working relationships with officials, professionals, other employees and the general public.

MINIMUM QUALIFICATIONS:

Certificates, Licenses, Registrations: Must be licensed by the West Virginia Board of Veterinary Medicine.

Experience: 1 to 2 years of full-time or equivalent part-time paid experience in veterinary medicine.