



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## FISHERIES PROGRAM COORDINATOR

Job Number: 20001468

Job Code: 71680V230916

Job Group: 7100 - AGRICULTURAL AND WILDLIFE SCIENCE

Job Established: 01/16/2005

Job Revised: 09/16/2023

Grade: 17 Salary (MIN - MID):

\$28,633-\$42,950 - Hourly

\$4,652.86-\$6,979.38 - 37.5 Hr. Monthly Salary

\$4,963.06-\$7,444.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates a statewide or assigned geographic Fishery program of major significance and recommends appropriate Fishery management strategies for the Department of Fish and Wildlife; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree. Transcript review must indicate that the following course work has been earned at the undergraduate or graduate level: 1. Biological Sciences: 30 semester hours (45 quarter hours) in biological sciences. Four courses (12 semester or 18 quarter hours) must be in Fisheries and Aquatic Sciences; 6 of the 12 required semester hours must be directly related to fisheries science and at least one course (3 semester hours) must cover the principles of fisheries science and management. These courses may include fish management, ichthyology, aquaculture, fish ecology, principles of fisheries science, limnology, and stream ecology. The remaining hours can include other biological science courses such as biology, botany, and ecology. Examples of courses include biology, botany, ecology, cellular biology, fish management, ichthyology and limnology. 2. Physical Sciences: 15 semester hours (23 quarter hours) in physical sciences. Examples of courses are chemistry, physics, hydrology, astronomy, earth science and meteorology. 3. Mathematics and Statistics: 6 semester hours (9 quarter hours) in mathematics and statistics. Must include one calculus and one statistics OR two statistics courses. 4. Communications/Human Dimensions: 9 semester hours (13 quarter hours) in communications/human dimensions. Courses include verbal and writing courses that include public speaking, discussion, composition and technical writing. Up to 3 semester hours related to Master's thesis or PhD dissertation course work will count towards the 9 semester hour requirement. Human dimensions can include courses in areas of human personnel management, conflict resolution, socioeconomic and survey techniques.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Must have five years of experience in fishery research, fishery management and/or a related field.

**Substitute EDUCATION for EXPERIENCE:**

Certification by The American Fisheries Society at the Associate Fisheries Professional or Certified Fisheries Professional level will substitute for the course requirements. For additional information on The American Fisheries Society refer to [www.fisheries.org](http://www.fisheries.org). A master's degree in fishery management, fishery biology or a related field will substitute for one year of the required experience. A PhD degree in fishery management, fishery biology or a related field will substitute for two years of the required experience.

**Substitute EXPERIENCE for EDUCATION:**

NONE

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises professional and technical personnel and coordinates all fisheries activities within a watershed region or program. Channels the efforts of fisheries biologists regarding a specific major program, including the reviews of permits and other documents relative to the environmental impact on fish and wildlife resources. Designs and writes program work plans and recommends assignment of personnel. Makes program budget recommendations. Evaluates the status of program components and develops necessary proposals and documentation. Maintains program records and develops monthly and annual status reports. Develops and recommends policies pertaining to the program. Coordinates program activities with other divisions and agencies as necessary. Coordinates the preparation of materials pertaining to the conduction of program components. Provides technical guidance regarding the program to the department staff, other agencies, and the interested public. Makes presentations to sportsmen's groups, schools, civic groups and other groups on topics within the responsibility of the program. Attends public hearings and participates in Administrative Regulations Review Sub-committee meetings as necessary. Develops procedural guidelines for department staff assigned to participate in the program.

**UNIQUE PHYSICAL REQUIREMENTS:**

Must be able to swim and traverse rough terrain to access streams and other fisheries. Must be able to place boat on and off trailer. Must be able to carry 25 lbs. of equipment several hundred yards.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title spend a majority of time outdoors performing job duties.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*