



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

WILDLIFE PROGRAM COORDINATOR

Job Number: 20001469

Job Code: 71690V161016

Job Group: 7100 - AGRICULTURAL AND WILDLIFE SCIENCE

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 17	Salary (MIN - MID):	Special Entrance Rate:
	\$24,055-\$31,869 - Hourly	NONE
	\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary	NONE
	\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

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 management program of major significance and recommends appropriate Wildlife management strategies for the Department of Fish and Wildlife and/or oversees Wildlife district activities in one of the agency's watershed regions; 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: 36 semester hours in biological sciences are required and must include courses in the following subcategories (Note: the sum of the hours required in subcategories is 33; the remaining 3 hours may be in any of these five subject areas): a. Wildlife Management: 6 semester hours (9 quarter hours) in courses emphasizing the principles and practices of wildlife management. b. Wildlife Biology: 6 semester hours (9 quarter hours) in courses in the biology and behavior of birds, mammals, reptiles and amphibians. c. Ecology: 3 semester hours (4.5 quarter hours) in courses in general plant or animal ecology. d. Zoology: 9 semester hours (13.5 quarter hours) in courses in the taxonomy, biology, behavior, physiology, anatomy and natural history of vertebrates and invertebrates. Courses in genetics, nutrition, physiology, disease and other biology or general zoology courses are accepted. Ichthyology or fisheries biology courses are accepted. e. Botany: 9 semester hours (13.5 quarter hours) in courses in general botany, plant genetics, plant morphology, plant physiology or plant taxonomy. 2. Physical Sciences: 9 semester hours (13.5 quarter hours) in physical sciences such as chemistry, physics, geology or soils, with at least 2 disciplines represented. 3. Quantitative Sciences: 9 semester hours (13.5 quarter hours) in quantitative sciences that must include: a. Basic Statistics: 3 semester hours (4.5 quarter hours) in basic statistics. b. Quantitative Sciences: 6 semester hours (9 quarter hours) in calculus, biometry, advanced algebra, systems analysis, mathematical modeling, sampling, computer science or other quantitative science. 4. Humanities and Social Sciences: 9 semester hours (13.5 quarter hours) in humanities and social sciences, such as economics, sociology, psychology, political science, government, history, literature or foreign language. 5. Communications: 12 semester hours (18 quarter hours) in courses designed to improve communication skills such as English composition, technical writing, journalism, public speaking or use of

mass media. A maximum of 3 semester hours (4.5 quarter hours) each will be allowed for a completed Master's thesis and Ph.D. dissertation. 6. Policy, Administration and Law: 6 semester hours (9 quarter hours) in courses that document significant content or focus on natural resource policy and/or administration, wildlife or environmental law or natural resource/land use planning will apply; as will courses that document contributions to the understanding of social, political and ethical decisions for wildlife or natural resource management.

EXPERIENCE, TRAINING, OR SKILLS:

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

Substitute EDUCATION for EXPERIENCE:

Certification by The Wildlife Society at the Associate Wildlife Biologist or Certified Wildlife Biologist level will substitute for the course requirements. For additional information on The Wildlife Society refer to www.wildlife.org A master's degree in wildlife management, wildlife biology or a related field will substitute for one year of the required experience. A PhD degree in wildlife management, wildlife 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.*

May supervise Wildlife biologists and coordinate all biological activities within a watershed region. Channels the efforts of biologists and area managers regarding a specific major program. 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 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. Conducts surveys of wildlife populations. Provides technical guidance to customers interested in managing wildlife habitat and/or populations. Collects wildlife data in the field.

UNIQUE PHYSICAL REQUIREMENTS:

Must be able to traverse rough terrain and protect oneself from large animals such as bears, deer and elk.

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

Work is performed approximately 50% indoor and 50% outdoors. Duties involve working with all species of wildlife found in the Commonwealth.

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, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.