

CIVIL SERVICE COMMISSION
P.O. BOX 5153 CHRB
POSITION DESCRIPTION
SAIPAN, MP 96950

A. EMPLOYEE DATA

1. Name (Last, First, Middle Initial)		2. Position Description No.
3. Department/Organization LANDS AND NATURAL RESOURCES	4. Division/Branch/Section FISH AND WILDLIFE	5. Organizational Title of Position (if any) Wetland Biologist (Saipan)

B. CLASSIFICATION (To Be Completed by Personnel Office)

1. Classification Action		2. Official Class Title of Position		
3. Class Code	4. Pay Level	5. Initial	6. Date	7. Allocation By

C. DUTIES AND RESPONSIBILITIES:NATURE OF WORK:

This position serves at a professional level as a Wetland Biologist within the Department of Lands and Natural Resources, Division of Fish and Wildlife (DFW). The Wetland Biologist will apply appropriate biological knowledge wetland science to new and existing programs for the informed management and conservation of wetland associated wildlife and their habitats in the CNMI. The incumbent works under the direct supervision of the wildlife section supervisor and/or the Director of the Division of Fish and Wildlife.

DUTIES AND RESPONSIBILITIES:

1. Develop and implement wetland conservation and management plans.
2. Delineate wetlands and assess their hydrologic function.
3. Design and implement applied research focused on understanding habitat needs of endangered, endemic, and native species.
4. Design and implement surveys in wetland habitats.
5. Analyze impacts to wetland ecosystems including land modification/alterations and development.
6. Design and implement habitat restoration methods including restoration of hydrologic functionality, invasive plant species removal, and planting native wetland vegetation to improve wildlife use.
7. Analyze and interpret data and summarize results in technical reports and scientific publications.
8. Write grant proposals and required progress and annual reports.
9. Review land use and development project proposals that may affect threatened, endangered, endemic, and native species in wetland areas. Make recommendations to management regarding how to improve conservation outcomes.
10. Provide technical assistance, project updates, and statistical reports to the DFW Director or other government agencies as requested or assigned.
11. Participate in outreach to the public and other government agencies regarding wetland-related activities.
12. Represent DFW when assigned; address the needs and concerns of diverse stakeholders professionally and diplomatically.
13. Collaborate with DFW staff to make biological, ecological, and sociological information available to the public.
14. Train others in the fundamentals of wetland habitat and wildlife conservation and survey techniques.
15. Perform travel as required. Present results of research at scientific conferences and meetings as requested.
16. Collaborate and share data with DFW biologists and GIS staff on various projects.
17. Assist GIS staff with development of species spatial data maps.
18. Other duties as assigned.

TYPE OF SUPERVISION

1. Identify the position of the immediate supervisor over this position by:

Official class title Wildlife Section Supervisor Pay Level UNGRADED, and P.D. # _____

2. Does this position have an assigned responsibility to supervise the work of other employees? Yes X No _____ If yes, How many? Up to 4, and list the Name(s), official class title(s), Pay level(s) and P.D.#(s) for each employee who reports to the incumbent of this position or attach on organizational chart showing this information:

This position will regularly supervise technicians assigned by the Wildlife Section Supervisor to assist with program tasks.

NATURE OF DUTIES AND RESPONSIBILITIES

1. What duty or duties do you consider the most difficult part of this position?

1. The nature of the work involves constant deadlines and occasional interested parties including high-level government officials.

2. Respectful, patient, and clear communication with laypersons is required.

3. Able to work independent and within a group setting is required.

4. The position can be physically demanding i.e. occasionally working in hot, humid, buggy conditions, hiking on steep and rugged terrain, and camping on remote uninhabited islands for up to two weeks at a time without quick access to emergency care.

MINIMUM QUALIFICATION REQUIREMENTS/EDUCATION - EXPERIENCE, ETC.

NOTE: List the minimum qualification which you suggest as basic requirements for the recruitment of an employee as if position were now vacant. Keep the position requirements in mind rather than the qualifications of any employee who may occupy it. (Subject to review/revision per established class specifications, standards and guides).

1. EDUCATION: (Circle completion of highest grade required):

Grade School: 1, 2, 3, 4, 5, 6 Jr. High School: 7, 8, 9 Sr. High School: 10, 11, 12

Technical Schools: Specify how many years and what kind of specialized training required:

College: Specify the type of Degree(s) required for undergraduate study and/or the number of full years of college required and identify and list the field(s) of study and all specialized or advanced courses required:

Master's degree in Biology or Natural Resources Management is required. A degree with an emphasis on Wetland Ecology is strongly preferred.

Must have strong writing and communication skills.

2. EXPERIENCE: (specify how many years and what kind of lower level or related experience required; if none, so state):

Three years' experience developing and implementing wetland habitat conservation and management plans, conducting wetland delineation surveys, and endangered wetland species and habitat regulatory processes.

One year experience with soil identification and/or assessing wetland functionality.

3. OTHER: (List any other equipment, machines, special skills, license, registration, etc., required for this position which are not described in the position description): Excellent verbal and written communication skills. Knowledge of GIS. Excellent plant ID skills. Must be willing to commit a minimum of 3 years to DFW.

Does this position require skilled operation and use of a typewriter? Yes ___ No _____

Does this position require layman's (man-skilled) use of a typewriter? Yes ___ No _____

4. CERTIFICATION

1. This is a complete and accurate description of the duties and responsibilities of this position

2. This is a complete and accurate description of the duties and responsibilities of this position

Signature of Employee

Date

Stephen Mullin
Signature of Immediate Supervisor

Date

Title: Wildlife Section Supervisor

3. Certification by Department Head, Division Chief or other Management Official:

Manny M. Pangelinan
Signature of Reviewing Official

Director, Division of Fish and Wildlife
Title

Date