

The Maryland-National Capital Park and Planning Commission

TITLE: Natural Resources Specialist II GRADE: 24 DATE: 06/06/2023
SERIES: Natural Science CODE: 2345 EEO: Professional FLSA: Exempt

Class Definition:

Under direction, performs the full range of natural resources planning and management work comprising scientific inventory and research. Develops projects and activities, compiles and analyzes data, coordinates volunteer support of programs, and schedules meetings with project stakeholders. Work involves performing a variety of research, testing, or natural resources management duties that require many different and unrelated processes, methods and problem-solving techniques common to the discipline. Incumbents are involved in solving interdependent resources and socio-economic issues relevant to an area of specialization, conducting investigations and special survey procedures, and extending, adapting or modifying existing techniques. Some work is confidential or sensitive. As an individual contributor, work results in completed assignments that have a direct impact on matters of the area(s) of assignment. Applies knowledge of, and skill in, natural resources management, wildlife management and mitigation, forest management, environmental science, fisheries management, data analysis and research techniques and biology; and depending on program area knowledge of Mid-Atlantic macroinvertebrate and fish taxonomy, sampling techniques, deer population management; and state hunting regulations. Independently performs various types of field and laboratory scientific studies and analyses to solve regularly occurring problems, including a range of non-standard problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide and advise. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. Incumbent independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. Incumbent is to keep the supervisor informed and to seek assistance only for unusual matters. Work is expected to be effective – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

Examples of Important Duties (Estimated Percentages):

1. Core Functions ($\pm 80\%$) – assigned functions vary by position
 - Designs, develops, coordinates and implements natural resources projects; develops, plans, designs protocols and procedures. Conducts site assessments, biological monitoring and research for programs; utilizes written and visual materials in presentations to staff, community groups and the general public. Participates in large-scale and specialized programs some of which may include leading staff, volunteers and participants. Investigates, mitigates, monitors and reports on natural resources issues and impacts on parkland from development; notifies and responds to related public complaints and inquiries and special interest groups and stakeholders through phone and email communications.

The Maryland-National Capital Park and Planning Commission

TITLE: Natural Resources Specialist II GRADE: 24 DATE: 06/06/2023
SERIES: Natural Science CODE: 2345 EEO: Professional FLSA: Exempt

- Conducts scientific research and analysis in support of programs; designs, coordinates, and schedules dates and locations. Conducts site preparations in accordance or protocol; organizes and manages database as well as analyzing data. Reviews and develops assessment reports and prepares maps of locations. Provides instruction to other staff on conducting surveys and analyzing photos.
- Coordinates volunteers supporting operations and other events; recruits, schedules and supervises volunteer efforts. Tracks and logs volunteer work hours, and plans and coordinates volunteer recognition events.
- Coordinates work with vendors and contractors to schedule, assign work and evaluate progress and completion.
- Creates and maintains public education and outreach materials including website content, presentations to staff, communities, organizations and other agencies, media releases, social media content, signage and print, radio and television interviews.
- Works with park managers, project coordinators and construction managers on natural resources issues.

2. Other ($\pm 20\%$)

- Prepares correspondence, documents and reports based on data collected, analyses conducted, and field site visits; organizes information and data to develop written materials and recommendations. Establishes and maintains databases; prepares graphs, charts, and maps based on research and analyses.
- Responds to inquiries concerning natural resources related issues; participates in communications with citizens, schools, agencies and community groups to discuss Commission policies, procedures and address issues. Encourages public appreciation for county's natural resources.
- Reviews technical literature; participates in meetings with vendors; attends conferences and workshops to identify new technology, programs and methods.

The Maryland-National Capital Park and Planning Commission

TITLE: Natural Resources Specialist II GRADE: 24 DATE: 06/06/2023
SERIES: Natural Science CODE: 2345 EEO: Professional FLSA: Exempt

Important Worker Characteristics:

A. Knowledge of, and skill in (1) natural resources management; (2) wildlife management and mitigation; (3) forest management; (4) fisheries management; (5) environmental science; (6) data analysis and research techniques; (7) biology; (8) depending on program area: Mid-Atlantic macroinvertebrate and fish taxonomy, sampling techniques, deer population management; (9) state hunting regulations, firearm safety*, and (10) species specific management plans and protocols*; and (11) Commission organization, policies, and procedures.*

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill and ability to (1) gather, organize and interpret scientific research and data; (2) interpret technical drawings, reports and correspondence; (3) perform environmental investigations.
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include applying principles to solve complex problems involving many variables.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include presenting information to large groups.
- E. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- F. Skill in operation of (1) a computer and applicable software (such as MS Office) including GIS; (2) environmental sampling equipment; (3) cartographic equipment and other tools; (4) passenger and all-terrain vehicles; and (5) cameras.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Natural Resources Management, Environmental Science, Forestry, Ecology, Wildlife Management, Fisheries Management or any related field.
2. Three (3) years of progressively responsible natural resources or wildlife management experience or related experience.
3. An equivalent combination of education and experience may be substituted, which together total seven (7) years.

The Maryland-National Capital Park and Planning Commission

TITLE: Natural Resources Specialist II GRADE: 24 DATE: 06/06/2023
SERIES: Natural Science CODE: 2345 EEO: Professional FLSA: Exempt

4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
5. Pass Commission medical examination.
6. Depending on area of assignment, the ability to acquire related program certification (e.g., pesticide certification, trapping license, boating license).

Work Conditions:

Works in office and the field. Exposed to weather and outdoor hazards requiring special safety precautions or protective clothing and equipment. Incumbents in this class must frequently: remain in a stationary position, move from place to place, stoop, reach, push and pull while performing duties to operate vehicles, tools and equipment, communicate and exchange information with internal staff and the public, be able to view objects from a distance, distinguish between colors, and handle live and dead wildlife, equipment, tools and supplies weighing up to 100 pounds. May be subject to close proximity of frequent weapons discharge. Occasionally required to work on nights, weekends, extended hours and periods of severe weather.