



**STATE OF VERMONT**  
LEGISLATIVE JOINT FISCAL OFFICE

To: Joint Fiscal Committee Members  
From: Maria Belliveau, Associate Fiscal

A handwritten signature in black ink, appearing to be the initials 'MB' or a stylized 'B'.

Officer Date: May 27, 2015

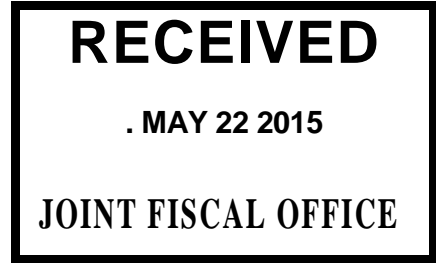
Subject: JFO #2761 — Request for One Limited Service Position in the Department of Fish and Wildlife

Enclosed please find one (1) request that the Joint Fiscal Office has received from the Administration for Joint Fiscal Committee approval.

The request is for approval of one (1) limited service Wildlife Scientist II position for a three year period to be funded with both federal Pittman-Robertson (PR) funds and state funds. The federal PR funds are an on-going, long term, funding source for the department. The state funds will come from a \$100,000 impact fee established as a result of department mitigation efforts with wind energy development in Vermont.

The position will be located in the Barre District office and will provide regulatory review functions for the Wildlife Division of the Department of Fish and Wildlife. The position will address staff capacity limitations for the review and coordination of state and federal land use permit applications including, to name a few, Act 250 permit applications, Public Service Board applications, and timber harvest reviews.

Please review the enclosed materials and notify me at (802) 828-5971 or [mbelliveau@leg.state.vt.us](mailto:mbelliveau@leg.state.vt.us) if you have any questions or would like this item held for Joint Fiscal Committee review. Unless I hear from you to the contrary, by June 10, 2015, I will assume that you have approved this request and I will notify the Governor's Office.



STATE OF VERMONT - Joint Fiscal Committee Review Limited Service - Grant Funded Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Vermont Fish & Wildlife Department Date: September 17, 2014

John M. Austin, 802476-0197

Name and Phone (of the person completing this request):

Request Is for:

- [Positions funded and attached to a new grant, gziPositions funded and attached to an existing grant approved by JFO #

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

United States Fish & Wildlife Service, VT FW-17-T41 Technical Assistance In Fish and Wildlife (see attachments for details).

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established after JFC final approval:

Table with 4 columns: Title of Position(s) Requested, # of Positions, Division/Pm, Grant Funding Period/Anticipated End Date. Row 1: Fish & Wildlife Scientist IL, 1, Wildlife, Lands & Habitat, 10/1/14 - 9/31/19, End 12/31/18

\*Final determination of title and pay grade to be made by the Department of Human Resources Classification Review Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

Demand has increased for the Department to provide technical assistance to the Vermont Natural Resources Board and Public Service Board to review Act 250 permit applications, wetland permit applications, Public Service Board GPG applications, UMBER harvests subject to review and approval by the Department, and compliance oversight for renewable energy facilities. See attached for further details.

Handwritten signatures and dates: 5/1/15, akttip, Approved checkboxes.

zki Date

I certify that this information is correct and necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Signature of Agency or Department Head

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Date

enied by Secretary o ministration

Date

Comments:  
DHR—11/7/05

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## **Proposal to Create a Limited Service Wildlife Scientist II Position' in the Barre District Office**

### **I. Purpose:**

This proposal recommends creating a limited service Wildlife Scientist II position In the Barre District office using state and federal funding sources, in order to address staff capacity limitations for the review and coordination of state and federal land use permit applications (e.g., Act 250 permit applications, PSB applications, timber harvest reviews, DEC Wetland CUD applications, FERC relicensing applications, ACOE permit applications, NEPA EAs and EIS documents), The position would be centrally located to provide coordination for all Wildlife Division interests In these processes, Identify appropriate staff to assist with the review and impact assessment of projects, review and conduct impact assessments independently in all regions of the state, and serve to coordinate with ANR's Office of Planning and Legal Affairs. In addition, the position would be responsible for compliance monitoring and stewardship of the Lowell Wind Project, Sheffield Wind Project, and other large projects as assigned. This last responsibility is tied to the state funding source that is discussed below.

### **Background and Need:**

The Department has actively engaged in a wide range of state and federal permitting processes over the past 30 years to address impacts of regulated development on plants, animals and their habitats, as well as on Department assets such as public land. Each year, Department biological staff reviews an average of 1,000 permit applications, with roughly 20% of those resulting in significant issues related to those Interests referenced above. Although staff capacity for this work has evolved over the years, the Wildlife Division invests 1,250 staff days to this work each year. That time is from a wide range of staff from all 5 district offices and the central office.

Historically, wildlife biologists in each district office were responsible for the review of all state and federal permit applications and related impact assessments in their respective districts. Subsequently, in 1994 the division shifted to a model of having 2 wildlife biologists coordinate and complete most of this work. One biologist covered the southern half of the state and worked out of the Springfield district office. The other biologist covered the northern half of the state and worked out of the Barre district office. These staff were responsible for bringing in other specific wildlife expertise as needed. They also coordinated permit reviews for the Fish Division for a period of time.

Currently, the division relies on 16 different wildlife scientists from all 5 district offices and the central office to review and respond to the various permit applications. This includes 4 wildlife biologists and 3 fish and wildlife specialists who serve as first points of contact and coordinators for certain regions of the state (see map of staff regional assignments). These 7 staff review the weekly Act 250 and 248

agendas and identify projects that require additional expertise for issues related to birds, natural communities, plants, bats, and reptiles and amphibians. As these sorts of issues emerge, other staff are brought in to assess impacts and work with the developers and others to address concerns. Seasonal staff are also used to assist with this work. This represents a significant amount of staff expertise and time that affects the division's ability to concentrate on other important conservation work. In addition, having so many different people engaged in the process makes coordination more challenging. Coordination is essential to ensure that reviews, assessments and biological opinions are consistent and in keeping with current policy, procedures, and science.

Recent changes in staffing have resulted in a shortfall in the division's ability to adequately account for this work. It is important to note that this work has consistently been identified as a high priority by division staff. Vermont is one of only a few states in the U.S. that has an ability to protect fish and wildlife habitat through state land use regulations. It has been an effective way to conserve important wildlife habitat overtime.

In order to address staff capacity challenges and to create greater efficiency in the overall review process, we propose to create a limited service position that would be responsible for coordinating this work. The position would:

- Review all Act 250 and 248 weekly agendas and notify other staff of projects with issues that need to be addressed;
- Review all CUD applications;
- Organize division comments and coordinate submissions with OPLA and DFW attorneys;
- Identify issues that required other division staff to review and assess;
- Work independently to review and conduct impact assessments for various projects throughout the state;
- Conduct compliance monitoring for various large energy projects including Lowell Wind, Sheffield Wind, Georgia Wind, Deerfield Wind;
- Assist with coordination and monitoring of mitigation easements;
- Serve on the Habitat Team to address policy and process needs for regulatory review efforts (this includes completing updates to the deer winter habitat guidelines, completing bear mitigation guidelines, and similar projects).

### III. Funding:

In order to address the needs stated above, we propose to create a full-time, limited service position classified as a Wildlife Scientist II, Pay Grade 23, located in the Barre district office. At this Pay Grade, the total annual cost for this position would be **\$81,205** during the first year (this accounts for 33% indirect costs to salary). The table below breaks down the costs for this position over a 5 year period.

F&W SCIENTIST II (LIMITED SERVICES)

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Salary	\$ 56,765.60	\$ 63,294.40	\$ 65,231.40	\$ 67,388.80	\$ 69,547.20
Benefits	\$ 24,440.00	\$ 25,295.40	\$ 26,180.74	\$ 27,097.06	\$ 28,045.46
TOTAL	\$ 81,205.60	\$ 88,589.80	\$ 91,412.14	\$ 94,485.86	\$ 97,592.66

A total financial commitment to support this position for 5 years is \$339,964 in PR funds and \$113,321 in state funds, That constitutes an average annual expense of \$67,993 in PR funds and \$22,664 in state funds. State funds would come from a **\$100,000 impact fee** established as a result of Department mitigation efforts with wind energy development in Vermont. PR funds would be drawn from the Technical Assistance federal aid grant. Other expenses for this position include a computer and some means of in-state travel.

ANR has also proposed legislation that would require a fee for Certificates of Public Good issued by the Public Service Board. The Department would receive an unknown proportion of those fees that would be intended to support a position with similar responsibilities as those proposed here. If that legislations passes, it would provide another source of state funding to support this or other Department staff capacities for regulatory review work.

### IV. Conclusion and Recommendation:

Regulatory review continues to be a cornerstone responsibility for the Wildlife Division. Workload exceeds staff capacity. There is a need for a somewhat more streamlined and better coordinated approach to this work. This position will address this important responsibility and provide greater coordination, oversight and efficiency to the review process. Another likely outcome of this position is to reduce the amount of time spent by some staff on regulatory review, thereby affording them the ability to address other important division needs. At the very least, fewer biologists will have to review the weekly agendas and numerous minor issues can be handled directly by this position. While this won't eliminate the need for some staff to be involved in the review of large energy or ski area projects, it will allow for a more streamlined approach to the review of those projects, and can offer assistance to

those experts. *In addition, it provides the organizational benefit of maintaining multiple staff within the division engaged in this important work so that it remains an institutional cornerstone for wildlife conservation. The intent of this position is not to divorce other staff from this work entirely, but to bring greater efficiency to the overall process and create a more reasonable regulatory review workload for more staff.*

I request that you approve this proposal to create a limited service position for a **term of 3 years** and pursue the necessary legislative approval.

Respectfully Submitted by John M. Austin, Lands and Habitat Program Manager

**VERMONT DEPARTMENT OF PERSONNEL**  
**Request for Classification Review**  
**Position Description Form A**

**This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**

- D This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- D If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- D To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- D Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- D The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

**insmanous:** Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- D Tell the **facts** about what an employee in this position is actually expected to do.
- D Give **specific examples to make it clear**.
- > **Write in away so a person unfamiliar with the job will be able to Understand it.**
- > **Describe the job as it is now; not the way it was or will become.**
- > **Before answering each question, read it carefully.**

**To Submit this Request for Classification Review:** If this is a filled position, the employee must sign the original\* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

\*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

**If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.**



## Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____					Date Received (Stamp)
Action Taken: _____					
New Job Title _____					
Current Class Code _____		New Class Code _____			
Current Pay Grade _____		New Pay Grade _____			
Current Mgt Level	B/U	OT Cat.	EEO Cat	FLSA	
New Mgt Level	B/U	OT Cat.	EEO Cat.	FLSA	
Classification Analyst _____		Date _____	Effective Date: _____		
Comments: _____					
Date Processed: _____					
Willis Rating/Components:		Knowledge & Skills: _____	Mental Demands: _____	Accountability: _____	
		Working Conditions: _____	Total: _____		

**Incumbent Information:**

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Position Number: \_\_\_\_\_ Current Job/Class Title: \_\_\_\_\_

Agency/Department/Unit: \_\_\_\_\_ Work Station: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor's Name, Title, and Phone Number: \_\_\_\_\_

How should the notification to the employee be sent: 0 employee's work location \_\_\_\_\_ or ID other address, please provide mailing address: \_\_\_\_\_

**New Position/Vacant Position Information:**

New Position Authorization: \_\_\_\_\_ Request Job/Class Title: Fish and Wildlife Scientist II

Position Type: 0 Permanent or EI Limited / Funding Source: 0 Core, 0 Partnership, or 0 Sponsored

Vacant Position Number: \_\_\_\_\_ Current Job/Class Title: None

Agency/Department/Unit: \_\_\_\_\_ Work Station: Barre Zip Code: 05641

Supervisor's Name, Title and Phone Number: John Austin

**Type of Request:**

0 **EI Management:** A management request to review the classification of an existing position, class, or create a new job class.

0 **Employee:** An employee's request to review the classification of his/her current position.

## 1. Job Duties

This is the *most critical* part of the form. Describe the activities and duties required in your job, noting changes (new duties, duties no longer required, etc.) since the last review. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- > **What it is:** The nature of the activity.
- > **How you do it:** The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- > **Why it is done:** What you are attempting to accomplish and the end result of the activity:

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

**(A)** Responsible for the coordination of regulatory review to ensure consistent implementation of regulatory policy related to habitat protection across the state as dictated by the Department mission and strategic plan. Coordinate the development of statewide policies and efforts related to planning, mitigation, and regulatory policy. Design habitat conservation/protection strategies for species potentially impacted by development. Oversee/coordinate the regulatory work across the state to ensure consistency in application of state and local regulations. Work with other organizations and town and regional planning commissions to implement strategies. Specific methods employed to meet these job responsibilities include the following:

1. Represent the Department's interest in regulatory matters related to fish and wildlife resources. This position will address this important responsibility and provide greater coordination, oversight and efficiency to the review process. Conduct environmental reviews and analysis and determine Department position under the authorities of state and local statutes including Act 250, Act 248, state wetlands rules, Water Resources Board rules, among others. Provide expert testimony regarding the impacts of various development proposals including alternative energy proposals at Act 248 and Act 250 hearings.
2. Review all Act 250 and 248 weekly agendas and work with other Department staff to identify projects that require additional review and assessment. The position will be responsible for completing assessments and final Department biological opinion on a wide array of development proposals for Act 250 permits, public service board permits, DEC wetland permits, FERC permits, NEPA reviews and more. The position will review all applications for DEC wetlands permits (CUD applications). Review all Act 250 and 248 weekly agendas and notify other fish and wildlife staff of projects with potential issues; Identify those that require other division staff to review and assess and disseminate to ensure that on the ground site review is accomplished.
3. Work independently to review and conduct impact assessments for various development projects throughout the state based on field reconnaissance and Geographic Information System technology. Meet with developers to address modifications and/or mitigation options related to potential impacts. Attend hearings and represent the Department's position regarding necessary habitat protection.
4. Conduct compliance monitoring for various large energy projects including Lowell Wind, Sheffield Wind, Georgia Wind, Deerfield Wind and review projects
5. Assist with coordination and monitoring of mitigation easements; Ensure that

documents are recorded through FPR into the town records. Maintain a database that tracks easements. Mark boundaries of mitigation easement lands.

6. Serve on the Habitat Team to address policy and process needs for regulatory review efforts (this includes completing updates to the deer winter habitat guidelines, completing bear mitigation guidelines, working with staff to address new species such as bobcat/woodcock and other species guidelines).

7. Coordinate with other department and agency personnel, including OPLA, to develop statewide protocols for dealing with land use planning policies. May often require the cooperative development of protocols, the writing and review of documents, and implementation through outreach and education. Responsible for organizing division comments and coordinating submissions to OPLA and other Agency staff.

8. Develop and implement effective outreach techniques as necessary to increase the Department's standing regarding fragmentation/regulatory issues. This issue can be extremely controversial and the audience at times can be hostile. Requires the presenter understand key messages, maintain composure, and relate to the audience.

9. Develop sampling techniques/surveys, review current literature, and maintain information sources and reporting protocols that provide current, accurate responses to habitat loss/conversion.

10. Serve as the state expert and the principal, accountable, information/knowledge reservoir, source, and clearing house for a myriad of biological information/data on fish and wildlife habitat issues specific to habitat fragmentation, loss, and conversion. Ensure that the most up-to-date literature/technology is applied to habitat assessments.

11. Perform general administrative work as required involving comprehensive planning, budget preparation, and activity reporting on various wildlife programs. May have some grant management responsibilities.

12. Review and recommend changes to Vermont regulations or legislation involving habitat/regulatory issues. Prepare and conduct public hearings, attend town/regional planning commission meetings, provide testimony at hearings, presentations to Vermont Fish & Wildlife Board, and/or Legislators.

13. May need to negotiate and administer contracts with vendors, service providers.

14. Attend conferences, workshops, technical forums, conduct literature reviews, and review current professional journals to monitor developments in research.

15. Should have full competence in the fields of forest/habitat management, as well as, wildlife biology/management. May serve as facilitator/spokesperson at public workshops/meetings/functions. One of the incumbent's greatest challenges is to successfully weave conflicting interest group desires into biologically/environmentally acceptable strategies for habitat protection.

16. Serve as Department representative to forward and advocate department land protection positions in inter-agency meetings, scoping sessions, and public task groups. Represents the Commissioner and Department in interstate and federal wildlife restoration/management programs, and participates in the development of program goals and strategies. Examples include: regional/town planning commissions, endangered species recovery teams, US Fish & Wildlife Service, etc.

17. Responsible for the prioritization, scheduling, and logistics of district wildlife programs and projects including the hiring, training, and supervision of seasonal and contractual employees.

18. Disseminate information and education on wildlife management and related issues to

the general public and resource professionals via workshops, public speaking engagements, radio, television, and print media. Develop and conduct public information and education programs pertaining to department activities and policies, and promote resource conservation. Prepare technical, semi-technical, and popular reports for publications on wildlife and related issues.

19. Create and maintain computerized data bases including GIS created products (orthophoto imagery, maps, digitized site plans, GPS track log and waypoint collections etc). Organize, retrieve, and statistically analyze data. Routinely produce tabular and graphic output of database information. Be proficient in the use/manipulation of a variety of database software programs. Maintain a well rounded understanding of statistical analysis and quality control because conservation and management decisions are based on the accurate input and analysis of the data. Routinely produce tabular and graphic output of database information and develop reports to meet state and federal requirements as well as for public consumption.

20. May need to organize and conduct habitat surveys including all those listed below:

- \* Fish and wildlife species habitat data
  - Mast survey
  - Radio telemetry
- \* Fish and wildlife species population data
  - Biological Check Station (moose, deer, black bear)
  - furbearer biological collection/necropsies
  - remote camera box surveys

21. Plan and design data collection procedures. Set schedules, locations, and routes. Prepare needed equipment and vehicles. Operate/deploy a wide range of data collection tools. Accurately record all data collected. Understand the life histories and ecology of the various plants and animals being monitored and effectively work with the public to gather needed information. Be proficient in the safe operation, maintenance and repair of the various tools used to collect data.

22. The position will be required to perform other duties as assigned including operating biological check stations for moose and deer, collecting biological data on various wildlife, habitats and natural communities, drafting technical documents, analysis of biological data, among other things.

## 2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (not an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*:

This position coordinates with other Fish and Wildlife employees, FPR, DEC, and OPLA

personnel on regulatory/habitat protection issues. They are also responsible for meeting with developers, land planners in town and regional commissions, partner organizations (VNRC, TNC, VLT, Conservation Fund, etc) and others to develop strategies and positions regarding the impacts of developments on wildlife habitat. Required to correspond effectively both verbally and in writing and to testify in front of Act 250/248 commissions/boards. Participate and at times lead the Habitat Team on the development of habitat protection policies and process. Coordinate activities with staff in both the Department and the Agency.

**3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?**

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Incumbent will be responsible for conducting environmental impact assessments for impacts to fish and wildlife habitat associated with regulated development in Vermont. This will require an extensive knowledge of wildlife behavior and ecology, fish and wildlife habitat identification, assessment and management, mitigation processes for addressing impacts to fish and wildlife habitat, and land use regulations and policy. This position requires strong interpersonal skills to negotiate with attorneys, developers, landowners, advocates and the public. The position requires attendance at public meetings, legal hearings and meetings that may occur at night or on weekends. Strong presentation and public speaking skills are essential.

Also requires and ability to create maps using GIS, ARC map, BioFinder and other tools and collect/download waypoints using a GPS tracking unit. Must be proficient in a variety of database software programs such as EXCEL and ACCESS. Ability to read maps and conduct field reconaissance alone and potentially under challenging conditions.

**4. Do you supervise?**

In this question "supervise" means if you direct the work of others where you are held directly responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

N/A

**5. In what way does your supervisor provide you with work assignments and review your work?**

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

This position reports to the Lands and Habitat program director. The employee in this position must update the program director regularly on the status of various projects. As necessary, the employee seeks clarification regarding the Department's position on various development projects.

The overwhelming majority of work assignments are the result of projects that are initiated through the development community. The response must be in alignment with the Department's mission, the strategic plan, and the Wildlife Action plan. This position works with the program director to set project priorities on a regular basis. Most of the work involves the review of development projects, coordination with other Department/Agency staff, and interactions with developers, commission members, and town and/or regional planners. The employee may be the only Department representative involved in these interactions.

## 6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- > For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- > Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

The position is responsible for the analysis of development proposals and the protection of necessary habitat. This involves an ability to articulate the scientific basis for recommended changes to the project design and/or the ability to negotiate mitigation strategies. It requires significant problem solving and negotiation skills as well as, an ability to communicate effectively both verbally and in writing. In some cases, the recommendations may result in a significant financial loss to the developer resulting in stressful interactions.

## 7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent. For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget \$2A4 Operating/Personal Services, . \$1.5M Federal Grants.*

To ensure that statutory and regulatory actions are applied consistently across the state and promote the mission of the Department. The decisions made by this person could affect developments worth hundreds of thousands if not millions of dollars. Also must provide input to their supervisor on various funding needs and opportunities related to their primary responsibilities. May oversee small grants for discrete projects.

### 8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Field Work: long hours outdoors, in remote, high elevation settings and in all temperatures and weather conditions including temperature extremes, ice, snow, rain.	40%
Late night meetings and irregular schedule	5%
Stress is a constant, ongoing aspect of the job due to the necessity of constant reconciling conflicting biological, social and political opinions and positions related to development vs. habitat conservation. Strong, conflicting and often adversarial positions are frequently encountered. •	All of the time

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Significant driving time	10%
Site reconnaissance in difficult conditions including inclement weather, high elevation sites, steep and remote areas	40%

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Field work involving extensive hiking in remote areas is a large part of the responsibilities of this position.	50%

**Additional Information:**

**Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.**

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**Employee's Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Supervisor's Section:**

Carefully review this completed job description, but do not alter or eliminate any portion of the original response. Please answer the questions listed below.

**1. What do you consider the most important duties of this job and why?**

Coordination of statewide regulatory review. Field reconnaissance of development projects to assess impacts to necessary wildlife habitat. Negotiate with developers and testify at Act 250 and 248 hearings to represent the Department's position.

**2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?**

Must have a working knowledge of wildlife and their habitat requirements. Must be an excellent communicator and have an ability to create positive relationships with co-workers and outside partners.

**3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.**

**4. Suggested Title and/or Pay Grade:**

Scientist II PG 23

Supervisor's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

**Personnel Administrator's Section:**

*Please complete any missing information on the front page of this form before submitting it for review.*

Are there other changes to this position, for example: Change of supervisor, GUC, work station? 111  
Yes  No  If yes, please provide detailed information.

**Attachments:**

111 Organizational charts are required and must indicate where the position reports.

0 Draft job specification is required for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

Appointing Authority's Section:

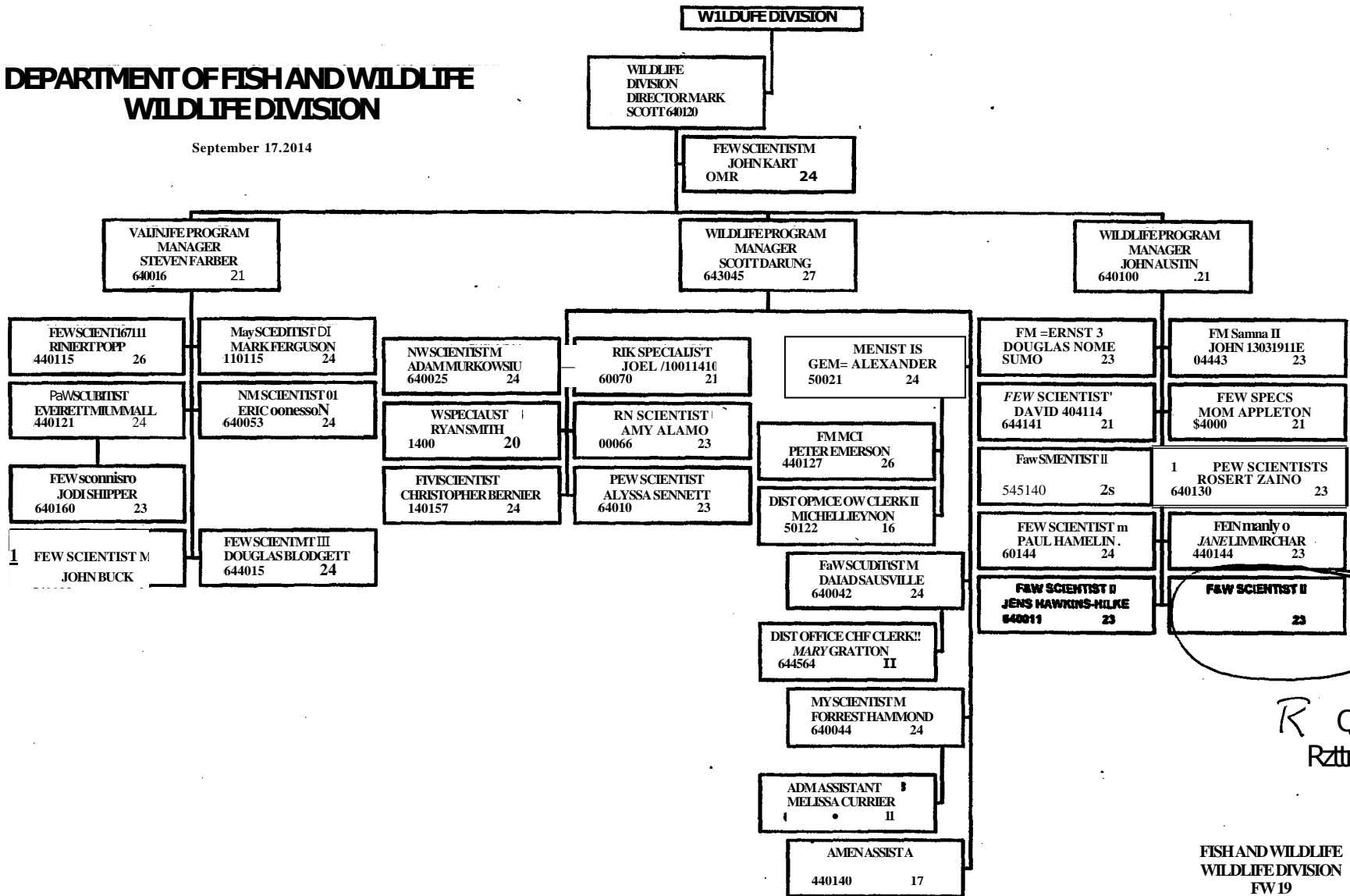
Please review this completed job description but do not alter or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

1 Suggested Title and/or Pay Grade:

\_\_\_\_\_  
Appointing Authority or Authorized Representative Signature (required)      Date

# DEPARTMENT OF FISH AND WILDLIFE WILDLIFE DIVISION

September 17, 2014



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FISH AND WILDLIFE  
WILDLIFE DIVISION  
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