



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
Date: June 10, 2016
Subject: Grant Request #2829

Enclosed please find one (1) item that the Joint Fiscal Office has received from the administration, which includes three (3) limited-service positions.

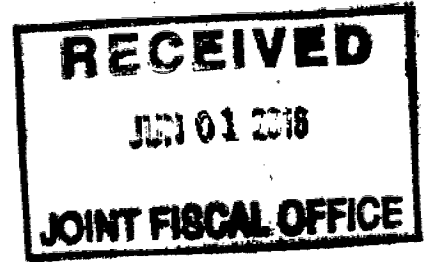
JFO #2829 – Three (3) limited-service positions within the Department of Fish & Wildlife. The positions are intended to help the Department implement the Vermont Habitat Conservation Initiative. An outline of the Vermont Habitat Conservation Initiative, which includes a detailed description of the roles of each position, is attached to this grant package. The positions would each be formally titled Fish & Wildlife Scientist II, with two positions within the Wildlife Division of the Department and one position within the Fisheries Division. The Department has requested that the positions be approved for three years (July 1, 2016 to June 30, 2019). Upon inquiry by JFO staff about why these positions were not included in the Department's FY17 budget request, the Department stated that plans for the Habitat Initiative had not been finalized when budget requests were due and that Legislative committees had been notified that these position requests would be sent to the Joint Fiscal Committee.

The Department will utilize two sources of ongoing federal funding for these positions as well as some State matching funds. The cost of the positions over the 3-year period would be approximately \$660,000, with approximately \$500,000 from federal funds and \$160,000 from State funds. The federal funding sources are 1) the Federal Aid in Wildlife Restoration Act (also known as the Pittman-Robertson Act), and 2) the Sport Fish Restoration Act (known as the Dingell-Johnson Act). The State funding match will come from Vermont Habitat Stamp revenues. The Vermont Habitat Stamp is a voluntary donation program that was introduced in 2015 with revenues dedicated to statewide habitat management. In its first year, sales of the stamp raised approximately \$67,000 in revenue. The Department intends to utilize approximately \$55,000 of Stamp revenues per year to pay for the positions. If revenues from the Stamp falter in future years, the Department could be at risk of needing to pull funds from other programs to continue to provide the State share for the positions.
[JFO received 6/1/16]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by June 24, 2016 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2029

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: ANR/Fish and Wildlife Date: March 16, 2016

Name and Phone (of the person completing this request): Steven Gomez, 802-595-0797

Request is for:

- Positions funded and attached to a new grant.
- Positions 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 and Wildlife Service, FW-17-T Technical Assistance for the Conservation and Management of Fish, Wildlife, Plant and Natural Community Resources, funded through the permanent appropriations of the Pittman Robertson and Dingell Johnson Acts.

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 only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Fish & Wildlife Scientist II	2	Wildlife Division	June 30, 2019
Fish & Wildlife Scientist II	1	Fisheries Division	June 30, 2019

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

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

Please refer to habitat initiative proposal for details.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

[Signature]

Signature of Agency or Department Head _____ Date 3/22/16

Approved/Denied by Department of Human Resources _____ Date 4/12/16

Approved/Denied by Finance and Management _____ Date 5/25/16

Approved/Denied by Secretary of Administration _____ Date 5/27/16

Comments:

DHR - 11/7/05
APR 15 2016



Department of Fish and Wildlife

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Agency of Natural Resources

MEMORANDUM

TO: Senator Jane Kitchel, Chair
Joint Fiscal Committee

THRU: Justin Johnson, Secretary
Agency of Administration

Andy Pallito, Commissioner
Department of Finance & Management

Maribeth Spellman, Commissioner
Department of Human Resources

FROM: Louis Porter, Commissioner *lp 2*
Fish & Wildlife Department

DATE: March 16, 2016

SUBJECT: Limited Service Position Request for Vermont Habitat Conservation Initiative

The Vermont Fish and Wildlife Department (VFWD) is requesting three limited service positions to implement the Vermont Habitat Conservation Initiative. The initiative will enhance technical assistance to private landowners and organizations, enabling them to capitalize on available federal funds for stewardship work on their lands. In addition, this initiative will improve wildlife habitat on public lands, and focus outreach efforts on the new Vermont Habitat Stamp. Vermont's Habitat Stamp, a voluntary donation, has raised new funds to support VFWD's new proposed limited service positions. These newly acquired donations provide matching dollars for additional federal funds now available to Vermont through the Pittman-Robertson and Dingell-Johnson Acts. The VFWD has a long history of successful habitat conservation work, both independently and partnering with numerous conservation organizations but there remains a great deal more that can be done. The importance of habitat conservation is echoed by hunters, anglers, bird watchers, landowners and outdoor enthusiasts who want VFWD to do more. This is an opportune time to undertake this initiative since VFWD has available federal funds and matching funds. I hope that you'll support our effort to strengthen habitat conservation in Vermont and approve this request for limited service positions.

Please let me know if you have any questions and thank you for your consideration.



Vermont Fish & Wildlife Department

Vermont Habitat Conservation Initiative – 2016

The Vermont Habitat Conservation Initiative (VHCI) is intended to:

- Raise public awareness and communications about on-going habitat conservation and management efforts by the Vermont Fish and Wildlife Department (VFWD) and focus outreach on the new Vermont Habitat Stamp;
- Enhance technical assistance to private landowners to increase opportunities for wildlife habitat management on private lands, particularly through the Vermont Use Value Appraisal process (UVA);
- Create capacity to target conservation, enhancement and restoration of aquatic habitat along streams, rivers, wetlands, lake and pond shorelines;
- Improve capacity to complete habitat enhancement projects on state and other public land (e.g., Wildlife Management Areas, State Forests), with a focus on improving habitat for deer, bear, moose, turkey, ruffed grouse, American woodcock, among others;
- Improve efficiency and effectiveness for habitat protection through land use regulatory processes such as Act 250; and
- Create and administer a system to coordinate the delivery of state-of-the-art technical assistance to private landowners.

VHCI will raise public awareness about on-going habitat conservation and management efforts and focus outreach on the new Vermont Habitat Stamp. Funds from the Habitat Stamp will be used to support VHCI. The Department intends to accomplish this initiative by creating 3 limited service positions, as described below:

I. Background and Need:

For many years, VFWD has worked to conserve and improve wildlife habitat on public and private lands throughout Vermont. A great deal of outstanding habitat conservation has been accomplished by VFWD and in partnership with numerous other organizations including Ducks Unlimited, National Wild Turkey Federation, Ruffed Grouse Society, U.S.D.A. Natural Resources Conservation Service, The Nature Conservancy, Vermont Department of Forests, Parks and Recreation, Vermont Coverts, Vermont Woodland Owners Association, not to mention the countless private landowners who have volunteered to work with us. Wildlife habitat has been secured and managed on Wildlife Management Areas, State Forests, Nature Conservancy land, USFWS property, USFS property, and other conserved land. Hundreds of private landowners have benefited from both technical and

financial assistance to improve habitat through federal farm bill conservation programs, for instance. When it comes to successful, long-term fish and wildlife conservation, habitat is indeed the key!

And yet, there remains a great deal more to do. Everywhere VFWD engages with hunters, anglers, bird watchers, landowners and outdoor enthusiasts, we hear that they want us to do more to conserve, manage and restore habitat for fish and wildlife. Conservation of deer winter habitat, wetlands, concentrated areas of hard and soft mast, shrubland habitats and much more remain essential for the future of Vermont's wildlife and the public's enjoyment of them. To illustrate this point, the VFWD's Strategic and Wildlife Action Plans identify fragmentation and loss of habitat as one of the most significant threats to fish and wildlife (page 2:8). Vermont loses approximately 6,500 acres of habitat to regulated development every year. In addition, roads, driveways, houses, and other built landscapes continue to fragment what is left of the state's undeveloped fields and forests, wetlands, and rare/threatened natural communities.

VFWD has a long history of working with private landowners to manage and conserve wildlife habitat. Since 78% of Vermont is privately owned, the future success of wildlife conservation rests firmly on how private landowners choose to manage, steward and plan for their land. The Vermont Wildlife Action Plan and the Vermont Forest Plan, both of which serve as blueprints for forest and wildlife conservation in Vermont, speak to the essential role of private landowners in achieving the visions set forth for Vermont's conservation future. A recent survey of opinions by Vermont private landowners conducted by the Vermont Department of Forests, Parks and Recreation indicates that the top two reasons for owning forest land are privacy and wildlife habitat, including the opportunity to appreciate wildlife. For Vermont landowners, owning land for wildlife habitat values is more important than economic reasons. A recent legislative report on forest fragmentation in Vermont makes clear the connection between the decisions of private landowners about land ownership and management, and the broad interests of Vermont citizens in the rural character and working landscape that affects their quality of life.

In a recent public opinion survey (Duda, 2015) conducted by the VFWD, 75% of Vermonters said they thought it was very important that ecologically important lands in Vermont were being protected and the remaining 22% said it was somewhat important. In addition, when asked which of 5 strategies they supported for protecting land for fish and wildlife, the highest number, 75%, said they supported providing technical assistance and guidance to landowners and towns for the purpose of protecting fish and wildlife.

Currently, the Department provides technical assistance to private landowners through the following: (1) cooperative agreement with NRCS to implement EQIP; (2) participation in landowner workshops developed and sponsored by Vermont COVERTS and other organizations; (3) limited one-on-one technical assistance as requested by landowners. This is supported mostly by the 1 staff person and 3 seasonal staff supported by the NRCS agreement with limited assistance from other full-time wildlife biologists on an opportunistic basis, as people have time to fit this work into their other responsibilities.

Changes to the Vermont UVA forest landowner regulations allow for consideration of wildlife habitat as a primary purpose for the management of forest land enrolled in that program. This

presents a significant opportunity for the Department to work with FPR and landowners already enrolled in UVA to improve how wildlife habitat is considered and managed on private land. Increased staff capacity is essential to realize this opportunity.

In addition, there are many opportunities on private and public land to conserve, enhance and restore aquatic habitats for fish and wildlife. Ranging from riparian plantings and floodplain restoration to more complicated in-stream habitat and wetland restoration, VFWD sees many opportunities to capitalize on partnerships where resources can be applied for these purposes.

VFWD owns 90 Wildlife Management Areas (WMAs) throughout Vermont constituting approximately 133,000 acres of important fish and wildlife habitat. These areas support significant habitat for a wide array of fish, wildlife, and plants. In addition, they provide unique opportunities for the public to fish, hunt, photograph and view wildlife and generally enjoy Vermont's environment. Managing these WMAs requires a great deal of time, attention and resources. Enhancing our capacity to improve habitat for fish and wildlife, including ruffed grouse, black bear, wild turkey, waterfowl, wading birds, beavers, muskrats and a whole myriad of wildlife will accelerate habitat management efforts on WMAs.

Lastly, there remains an ever pressing need to protect fish and wildlife habitat from unmitigated loss to regulated development. VFWD has a long, successful history of providing technical assistance in the Act 250 and Public Service Board section 248 processes to protect significant wildlife habitat and rare natural communities. Enhancing our capacity in this regard not only ensures that these critical resources are protected in a thoughtful way, but also enables other VFWD scientists to spend time on equally important work managing species projects such as deer, bear, moose, furbearers and more.

II. Positions

Below are descriptions for three (3) proposed limited service positions that will enable VFWD to address the issues and opportunities discussed above.

Position 1: Wildlife Habitat Biologist

Job Description

The Department proposes to create a limited service Fish & Wildlife Scientist II position in the Barre District office using state and federal funding sources, in order to enhance staff capacity to work directly with Vermont landowners to improve wildlife habitat management and conservation. The position will be centrally located to provide coordination for all Wildlife Division interests with a focus on private land habitat conservation and management. Coordination will involve work with the Vermont Department of Forests, Parks and Recreation's (FPR) Use Value Appraisal Program and county foresters to better integrate wildlife habitat considerations into UVA forest management plans. In addition, the position will coordinate with other land management practitioners including: (1) consulting foresters; (2) Vermont Audubon; (3) U.S.D.A. Natural Resources Conservation

Service; (4) Vermont COVERTS; (5) Wildlife Management Institute, among others, to bring more efficient and effective technical assistance to Vermont landowners. An example of these interactions is development of workshops for consulting foresters to learn how to develop and implement successful wildlife habitat management strategies. The position will work directly with private landowners to develop and guide implementation of wildlife habitat management plans on private land. Third, the position will provide broad-based knowledge regarding land conservation strategies to landowners as well as other conservation practitioners on estate planning, development of conservation easements and information on what it means to be a good steward of land in Vermont. This speaks to the outreach role the position will provide in developing a comprehensive set of tools, techniques and knowledge to provide to landowners. This information will guide outreach on the part of the Department and partners regarding the role of private landowners in wildlife conservation in Vermont.

Lastly, the position will work closely with VFWD Outreach Division in marketing, promoting and communicating about habitat management in Vermont. In order to address staff capacity challenges and to create greater efficiency and effectiveness in working with private landowners and other conservation practitioners that are competing for the attention of landowners, we propose to create a limited service position that will perform the following functions:

- Work with county foresters in FPR to assist with the development of forest management plans that focus on improving wildlife habitat;
- Develop, update and refine guidelines and other tools/resources that will be used by private landowners, consulting foresters and others to improve wildlife habitat management and conservation;
- Develop and provide guidance on tools for estate planning, conservation easements and other long-term tools for conservation of private land;
- Develop and implement workshops for landowners, loggers, foresters and others on wildlife habitat management, estate planning, conservation planning;
- Coordinate delivery of technical assistance to private landowners by convening partnership meetings with FPR, NRCS, Vermont Audubon, Vermont COVERTS, Vermont Woodland Owners Association, among others, to streamline, improve, and make information and assistance easier for landowners to access and understand. This would include coordinating on what sort of messages are conveyed to landowners, avoiding redundancy in the delivery of assistance to landowners, and maximizing the talents and resources from all organizations to benefit wildlife habitat management and conservation on private land.
- Actively promote and communicate about wildlife habitat management in Vermont using a variety of outreach mediums and techniques.

Funding

In order to address the needs stated above, we propose to create a full-time, limited service position classified as a Fish & 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 \$69,780 during the first year. The budget section of this proposal breaks down the costs for this position over a 3 year period. Funds include money raised by the sale of the Vermont Habitat Stamp and federal Pittman Robertson funds from the U.S. Fish and Wildlife Service. We request that this limited service position be established for a term of 3 years, with the possibility of extending it based on available funds and need.

Position 2: Aquatic Habitat Biologist

Job Description

The Department proposes to create a Fish and Wildlife Scientist II position that will be responsible for working with landowners, towns, regional planning commissions, watershed associations, environmental groups, conservation districts, businesses, and agencies of the state and federal government to represent F&W aquatic habitat goals. The position will provide technical assistance related to the scientific aspects of aquatic habitat biology, riparian buffers, fluvial geomorphology, and aquatic organism passage to improve stream/river resiliency, aquatic attributes through the conservation of aquatic habitats. The job duties for the position are:

- 1) Lead and coordinate Department participation in interdisciplinary watershed-based planning, watershed assessment, and aquatic habitat management. The science of watershed planning and its associated fields of stream ecology, fluvial geomorphology, stream hydraulics, and watershed hydrology are rapidly developing in the academic arena; and the application of these sciences nationally is increasing in federal and state natural resource management programs. In the Northeast, the Vermont Agency of Natural Resources (ANR) is viewed as being on the cutting-edge of the application of watershed sciences in natural resource management, this position plays an integral role in ANR's effort to successfully apply watershed sciences to land and water use planning and stream and riparian habitat management.
- 2) Conduct public outreach related to the protection, restoration, and enhancement of aquatic habitat and associated fish and wildlife resources, in concert with the Division of Outreach and Marketing, for the purpose of extending the public's understanding of the state's aquatic resources and how we impact them.
- 3) Serve as a liaison between the Department and the Agency of Natural Resources (as well as other government entities) on water resources issues that affect aquatic habitat and fish and wildlife resources. Policy and program negotiations typically occur with the following agencies: VT Dept. of Environmental Conservation, VT Dept. of Forests, Parks and Recreation, VT Dept. of Historic Preservation, VT Agency of Transportation, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, and U.S. Dept. of Agriculture (NRCS and USFS). Example issues include Vermont Water Quality Standards, impacts of agricultural and forestry practices on surface waters, water resource legislation, stormwater regulations, wetlands regulations, riparian buffer protection and restoration, fish passage at transportation structures, stream gravel removal, and road construction and maintenance practices.

- 4) Coordinate the funding, planning, design, and implementation of aquatic habitat restoration projects with the purpose of protecting and restoring aquatic habitat, furthering our knowledge base of successful habitat restoration practices, and educating participants about aquatic resource conservation.
- 5) Administer the *Vermont Watershed Grants Program*, a pass-through grant program funded by the sale of the Conservation License Plate and dedicated to watershed improvement and education.
- 6) Represent the Fisheries Division on the Habitat Assessment Team. This Department team, comprised of representatives from both the Fisheries and Wildlife Divisions, coordinates the Department's interests in regulatory matters concerning the protection of fish, wildlife, and their respective habitats. Team functions include: 1) the development of habitat conservation guidelines, mitigation strategies, and policies used in regulatory processes and permit review; 2) the review of precedent-setting permit cases that may influence the use or content of habitat conservation guidelines; 3) coordination of environmental reviews between the Department and Agency level; and 4) land and water conservation planning and associated outreach.
- 7) Serve as a liaison between the Department and the Agency on fisheries related land acquisition and access area development. Represent the interests of the Fisheries Division in the acquisition of land for fish habitat conservation and public angling access.
- 8) Provide technical advice and assistance to the public, including landowners, town government officials and commissions, regional planning commissions and others involved in activities affecting aquatic habitat (such as installing culverts, building instream ponds, clearing stream buffers for adjacent land use, and directing land use planning).
- 9) Represent the Department and Agency by providing expert testimony before legislative bodies, government boards, technical committees, and judicial hearings with regard to environmental impacts on aquatic habitat and resources.
- 10) Serve on various Department and Agency teams related to fisheries resources, strategic and operational planning, and administrative issues. General team functions include information gathering and analysis, problem solving, seeking public input, planning and development of recommendations. Teams include:
 - Stream Habitat Alteration Team (Fisheries Division)
 - Habitat Team (Department)
 - Outreach Team (Department)
 - Lands Team (Department)
 - Strategic Planning Team (Department)
 - State Wildlife Grants Planning Team: Conservation Committee (Department and stakeholders)
 - Buffer Team (Agency)

- Wildlife Crossings Steering Committee (interagency)

Funding

In order to address the needs stated above, we propose to create a full-time, limited service position classified as a Fish & Wildlife Scientist II, Pay Grade 23, located in the Roxbury district office. At this Pay Grade, the total annual cost for this position would be **\$69,780** during the first year. The budget section of this proposal breaks down the costs for this position over a 3 year period. Funds include money raised by the sale of the Vermont Habitat Stamp and federal Dingell Johnson funds from the U.S. Fish and Wildlife Service. We request that this limited service position be established for a **term of 3 years, with the possibility of extending it based on available funds and need.**

Position 3: Public Land & Regulatory Review Habitat Biologist

Job Description

The Department proposes to create a fish and wildlife scientist II position located in the Rutland District office using state and federal funding sources. The position will be responsible for implementing habitat protection and mitigation measures through the review of development projects in Act 250, the Public Service Board's section 248, the Vermont Wetland Rules permitting process, Vermont Lakeshore encroachment permitting process, among others. This will include providing fish and wildlife technical expertise in the review of development projects and developing biological opinions on behalf of the Department. In addition, the position will assist with implementing habitat management projects on state land including riparian habitat restoration, wetland restoration, aquatic habitat improvement, restoration of aquatic habitat connectivity, habitat enhancement for species of greatest conservation need, among others. This position is unique in that it will address both aquatic and terrestrial habitat conservation efforts.

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 Rutland district office. At this Pay Grade, the total annual cost for this position would be **\$69,780** during the first year (this accounts for 33% indirect costs to salary). The budget section of this proposal breaks down the costs for this position over a 3 year period. Funds include money raised by the sale of the Vermont Habitat Stamp and federal Pittman Robertson funds from the U.S. Fish and Wildlife Service. We request that this limited service position be established for a **term of 3 years, with the possibility of extending it based on available funds and need.**

III. Budget

In order to address the needs stated above, we propose to create three (3) full-time, limited service positions classified as a Fish & Wildlife Scientist II, Pay Grade 23. The table below breaks down the costs for these positions over a 3 year period including salary and benefits.

F&W SCIENTIST II (LIMITED SERVICE)

	YEAR 1	YEAR 2	YEAR 3
Wildlife Habitat Biologist	\$ 69,780	\$ 73,613	\$ 77,233
Aquatic Habitat Biologist	\$ 69,780	\$ 73,613	\$ 77,233
Public Land & Regulatory Review Habitat Biologist	\$ 69,780	\$ 73,613	\$ 77,233
TOTAL	\$ 209,340	\$ 220,839	\$ 231,699

A total financial commitment to support these positions for 3 years is \$661,878. This would be funded by \$330,939 in PR funds, \$165,469 in DJ funds, and \$165,470 in state funds. That constitutes an average annual expense of \$110,313 in PR funds, \$55,157 in DJ funds and \$55,158 in state funds. State funds would come from sales of the Vermont Habitat Stamp, which became available in May 2015. In the first nine months of this initiative VFWD has received \$41,311 in donations and projects that \$60,000 will be generated annually. PR and DJ 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.

IV. Conclusion and Recommendation:

Conserving, enhancing, restoring and managing fish and wildlife habitat is the cornerstone for successful fish and wildlife conservation. Communicating and promoting this need to Vermont's various publics is a critical step in successful habitat conservation. Private landowners are essential for successful, long-term forest and wildlife habitat conservation in Vermont. Providing private landowners with the right type and balance of technical and financial assistance to understand how to manage their land into the future with wildlife in mind is an important role for the Vermont Fish and Wildlife Department. Aquatic habitat conservation and restoration has been limited for many years and is essential for the well-being of our native fish populations in Vermont. Additional benefits to aquatic habitat conservation include flood resilience and protection from extreme weather events. Protecting fish and wildlife habitat by working with landowners and developers to plan and design development projects that are mindful of impacts to those habitats is essential. Implementing effective habitat projects on state land is a responsibility of the Department that we take seriously. The Department implements many important habitat projects on WMAs and other state lands each year. However, there is more that needs to be done to ensure that these lands continue to serve as the model for habitat stewardship. Expanding staff capacity to meet these important opportunities is essential for us to successfully achieve our mission of the conservation of all species of plants, animals and their habitats for the people of Vermont. We have an important opportunity to work with our sister Department, FPR, through implementation of the UVA

program to reach over 1 million acres of private forest land and thousands of private landowners. We also enjoy a strong network of conservation partners in Vermont who can coordinate with us to maximize opportunities for private landowners to manage and steward their lands successfully into the future with wildlife as a central theme.

Improving capacity for habitat conservation and management using Habitat Stamp funds to match with federal funds is an important opportunity for Vermont. Improving communications and awareness of on-going habitat conservation work to Vermont's diverse publics is equally important to continue to enjoy strong support for the work of the Department and the future of fish and wildlife conservation. The Department respectfully requests the three limited service positions described above to implement VHCI.

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.**
- 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.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- 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.
- 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.
- 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.

INSTRUCTIONS: 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:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way 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: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title and Phone Number:

Type of Request:

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

Responsible for coordination of private land technical assistance efforts for the Department. This includes providing direct technical assistance to private landowners to identify important wildlife habitats, natural communities and species, assess natural resources information and data, develop habitat management plans based on assessment of information, and guide implementation of habitat management plans on private land. This requires meeting and interacting with private landowners throughout Vermont on a regular basis and requires an ability to work with a wide range of interests, personalities, and philosophies in an effective manner. Management recommendations are based on Department protocols, plans, and guidelines, as well as best available science and input from professional colleagues.

Develop tools and guidance materials for use by consulting foresters, county foresters, loggers, landowners, and others for forest and wildlife habitat management, conservation, and stewardship. This requires working closely with other conservation partners such as the Vermont Department of Forests, Parks and Recreation, U.S.D.A. Natural Resources Conservation Service, The Nature Conservancy, Wildlife Management Institute, Ruffed Grouse Society, National Wild Turkey Federation, among others to review current science and management techniques and tailor management recommendations for landscape and habitat conditions in Vermont.

Assist with coordination and implementation of outreach materials, messaging, and events related to fish and wildlife habitat conservation efforts for the Department. This involves working closely with all elements of the Department including the Wildlife Division (and all programs), Fisheries Division, and Outreach Division. In addition, it requires working closely with partners that also provide technical assistance to private landowners including Vermont Coverts and Vermont Woodlandowners Association.

Participate on a private land conservation team, with other Department colleagues, to help guide habitat conservation, management, and stewardship efforts targeted at private landowners. This involves preparing for, attending, constructively participating in, and completing assignments for all team meetings. Some degree of team oversight will be required by this position.

Work closely with county foresters in the Vermont Department of Forests, Parks and Recreation to provide wildlife habitat expertise in the Vermont Use Value Appraisal Program (UVA). Here, a high level of technical expertise is required to work with county foresters, consulting foresters, landowners, and loggers to assess landscape and habitat conditions, guide habitat elements for UVA forest management plans, and provide some

measure of oversight for implementation over time. This requires both a high level of technical expertise as well as the ability to work effectively with a wide range of people, personalities, and perspectives.

Provide technical assistance for implementation of the federal Farm Bill's Environmental Quality Improvement Program (EQIP). In this capacity, the position will work with other Department staff and NRCS staff in southern Vermont to implement EQIP wildlife habitat practices on private land. This involves developing and reviewing management plans, overseeing contracts for implementation, monitoring implementation, and determining final compliance with the federal contracts.

Provide technical expertise and guidance to private landowners and other conservation organizations that also work with private landowners on land stewardship opportunities including, but not limited to, application of conservation easements, estate planning, and broad perspectives on what it means to be an effective steward of private land in Vermont.

Develop, implement, present and host workshops and conferences on habitat and land management, conservation and stewardship for landowners, consulting foresters, loggers and others.

Track and account for results from all activities and develop an annual report of all work on private lands by the Department.

Attend conferences, workshops, trainings, conduct literature reviews, and review current professional journals to monitor developments in relevant research.

Must be highly skilled in GPS and GIS technology to develop maps for habitat conservation and management plans.

Must be highly skilled in wildlife habitat and forest inventory and assessment techniques.

Must have an understanding of conservation easements and how they work.

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*.

The position coordinates with other fish and wildlife staff, FPR, NRCS, USFS, USFWS, Vermont Coverts, Vermont Woodland Owners Association, Wildlife Management Institute, Ruffed Grouse Society, National Wild Turkey Federation, among others. The position works closely with numerous private landowners throughout Vermont. The position serves on and assists with coordination of a Department private land team. The position coordinates outreach and messaging around private land habitat conservation, management and stewardship with other partners including those mentioned above. The position serves as a central point of contact for the Department to coordinate technical assistance to private landowners in Vermont with other technical assistance providers.

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.

The position requires a high level of technical expertise on fish and wildlife habitat management, land conservation, land stewardship and planning, and forest management and conservation. The position requires excellent written and oral communication skills and an ability to work with a broad diversity of people, programs and interests. The position requires excellent GIS and GPS skills for collecting, analyzing and mapping relevant land, habitat, natural community and other natural resources features and information. Strong presentation and public speaking skills are essential. The position may require a certified pesticide applicators training. Knowledge and understanding of habitat management techniques and equipment is essential (e.g., operating chainsaws, brush saws, brush mowers). Knowledge of conservation easements and estate planning techniques is important and can be learned on the job.

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:

NA

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.

The position reports to the Land and Habitat Program Manager in the Wildlife Division. The employee must update the program manager and division director regularly on the status of various projects. As necessary, the employee seeks clarification regarding the Department's position on various projects. The employee's actions and activities are guided by the Department's mission, strategic plan, wildlife action plan, and annual work plans. The employee will work with a high level of independence, but the work will be guided by routine direction from the Program Manager and Division Director.

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 must collect, analyze and make decisions based upon a diverse array of information and complex data on a routine basis. Making these decisions in concert with landowner interests and the interests and expertise and opinions of county foresters and other professionals requires significant analytical and problem solving skills as well as the ability to communicate effectively, sometimes in stressful situations. The position must also facilitate numerous meetings and workshops that require strong communication, people management and organization skills.

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: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

To promote effective, science-based land, habitat, wildlife, and natural community conservation and management recommendations to private landowners, foresters, loggers and the public through direct, one-on-one interactions, workshops, public speaking events, trainings, conferences, and outreach events. Decisions and recommendations provided by this position will impact hundreds of private landowners throughout Vermont and will have significant financial implications to those landowners.

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 includes long days outdoors, in remote areas and in inclement weather.	70%
Workshops, meetings, presentations	20%
Managing a highly rigorous workload affecting hundreds of landowners while implementing other	On-going

significant job duties.

- 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 time driving long distances	20%
Field Work in remote areas in inclement weather	70%

- 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?
This is not a significant issue for this position		

- 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 involves extensive hiking in remote areas	70%
Office work at a desk and in sitting in meetings	20%

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.

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?

Working with private landowners, county foresters and consulting foresters to develop management plans and influence the future conservation of private land in Vermont. Develop and implement effective workshops on land conservation and management for landowners, and foresters.

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?

A strong working knowledge of wildlife ecology, forest ecology, habitat management techniques, outreach abilities, and a broad understanding of land conservation. The employee will have a significant influence on conservation of private land and how those lands are managed. They must have strong knowledge and skills in the areas listed above to successfully work with landowners to achieve land conservation.

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: 4/5/16

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?

Yes No If yes, please provide detailed information.

Attachments:

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

Suggested Title and/or Pay Grade:

Appointing Authority or Authorized Representative Signature (required)

4/1/2016

Date

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.**
- 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.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- 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.
- 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.
- 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.

INSTRUCTIONS: 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:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way 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: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title and Phone Number:

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- 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) Work with fish and wildlife staff to ensure consistent implementation of regulatory policy related for both aquatic and terrestrial habitat protection across the state as dictated by the Department mission and strategic plan. Help to coordinate the development of statewide policies and efforts related to planning, mitigation, and regulatory policy. Help design habitat conservation/protection strategies for species potentially impacted by development. Oversee/coordinate the regulatory work in southern, Vermont 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. 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 Deerfield Wind and various solar 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 one of 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.

(B) Assist with implementing habitat management projects on state land including riparian habitat restoration, wetland restoration, aquatic habitat improvement, restoration of aquatic habitat connectivity, habitat enhancement for species of greatest conservation need, among others. Help to design, coordinate and conduct the administration, planning, public input/involvement, and ecosystem management functions to protect biodiversity and create wildlife habitat parcels of state owned land from 100 to 30,000 acres in size. This position is unique in that it will address both aquatic and terrestrial habitat conservation efforts as follows:

(1) Serve as one of the Department's representatives on the multi-disciplinary Stewardship Team, to design and compose ecosystem management plans, incorporating all facets of the elements of biodiversity for large parcels of state-owned land, Draft functional management plans with a comprehensive, ecosystem approach. Requires the incumbent to have a broad depth of knowledge/understanding of complex interactions of a myriad of mammalian, avian, reptilian, amphibian species within their respective natural communities. Successful landscape application of this type of complex, ecosystem management planning is unprecedented in the field of forest/wildlife management. Development of a comprehensive management plan requires that all participants concerns are addressed and are based on state-of-the-art science.

(2) Help implement management plans by conducting complex public involvement process. May need to serve as facilitator/spokesperson at public meetings and successfully weave conflicting interest group desires into biologically/environmentally acceptable strategies for management.

(3) Work with others to develop/implement sometimes controversial policies related to activities on state-owned parcels such as trail management (ATV's, horse, mountain bike etc), vernal pool protection, riparian buffer guidelines etc.

©.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 and state lands 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. Meet with regularly with the Stewardship team and constituents, neighbors, townspeople and others with a vested interest in state lands management.

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 reconassance 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 manager. The employee in this position must update the program manager 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 manager 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 fish and wildlife habitats as well as, representing fish and wildlife in distirct

stewardship teams. 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 and in depth understanding of fish and wildlife habitat requirements and the concept of landscape and ecosystem management. 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: \$2M 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 constantly reconciling conflicting biological, social and political opinions and positions related to development vs. habitat conservation.	All of the time

Strong, conflicting and often adversarial positions are frequently encountered.	
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- 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.

--

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?

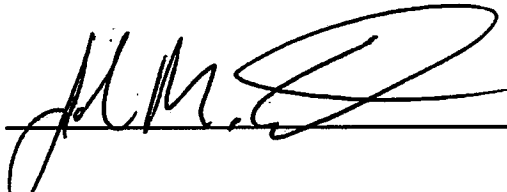
Must have a working knowledge of wildlife and their habitat requirements. Must be an excellent communicator and have an ability to create positive relationships with co-workers and outside partners.

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:

4/5/16

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?

Yes No If yes, please provide detailed information.

Attachments:

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

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.

Suggested Title and/or Pay Grade:

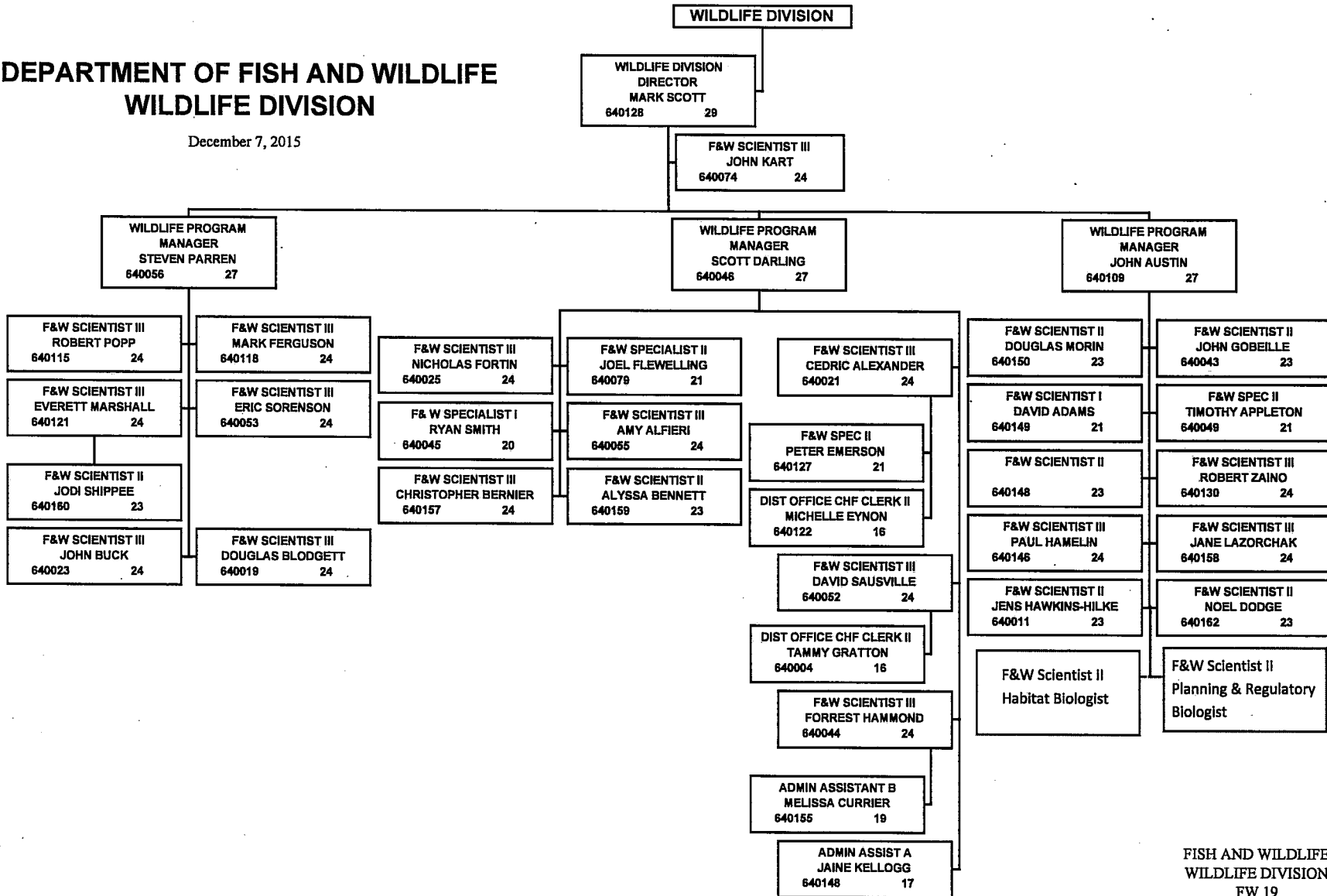


Appointing Authority or Authorized Representative Signature (required)

4/1/2016
Date

DEPARTMENT OF FISH AND WILDLIFE WILDLIFE DIVISION

December 7, 2015



VERMONT DEPARTMENT OF PERSONNEL
Request for Review
Position Description Form A

- **This form is to be used by employees to request classification of their position, by managers and supervisors to request classification of a filled position (not in a job series) when the duties have changed, and by managers and supervisors to request the creation of a new job class.**
- 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.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- 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.
- Where additional space is needed to respond to a question, you will 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.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

INSTRUCTIONS: Tell us about your job. The information you provide will be used to evaluate the position you hold. It will not be used in any way to evaluate your performance or your qualifications – only your position.

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

- Tell the **facts** about what you actually do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with your job will be able to understand it.
- Describe your job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

Request for Review Position Description Form A/Notice of Action

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

Incumbent Information:

Employee Name: Employee Number: 00000
Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name and Title:
Position Type: Permanent Limited Service (end date)
Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown: Special Fund, 75 % Federal, etc.)
How should the notification to the employee be sent: employee's work (or other) address, please provide mailing address: or via Email provide email address: (Vacant position)

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.
- Concurrent:** A management or employee's concurrent request to review the classification of his/her current position. A copy of this signed form must be submitted to the Department of Personnel at 144 State Street in Montpelier. The signed original must be routed to the employee's supervisor for further review and signature.
- VSEA Class Review:** With the Department of Personnel's approval, VSEA may submit a Request for Review on behalf of employees in the same job class, filing one package of the same information as required in Article 16, section 3(b) of the Agreement between the State of Vermont and VSEA.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job. 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.*

Summary: The aquatic habitat biologist provides a crucial link between aquatic habitat conservation and water resource management at the state-wide level on a variety of issues. This position is one of two positions in the Department dedicated solely to aquatic habitat conservation. In addition to the large technical duties associated with this position, the aquatic habitat biologist also conducts extensive public outreach related to the protection, restoration and enhancement of aquatic habitat and associated fish and wildlife resources. In order to successfully carry out this mix of technical expertise and public outreach responsibilities The aquatic habitat biologist must have a unique mix of technical, communications, and interpersonal skills. The aquatic habitat biologist must exercise considerable independent judgment when representing the Department on issues concerning the management of water resources and aquatic habitat, many of which are conflict-ridden because they attract numerous groups with diverse interests.

1) **Significant duty: Lead and coordinate Department participation in interdisciplinary watershed-based planning, watershed assessment, and aquatic habitat management.**

This work requires extensive technical knowledge in several natural resource fields, as well as the ability to evaluate natural resources at a variety of spatial and temporal scales. The science of watershed planning and its associated fields of stream ecology and fluvial geomorphology are rapidly developing in the academic arena; yet, the application of these sciences nationally is just catching on. In the Northeast, however, the Vermont Agency of Natural Resources (ANR) is viewed as being on the cutting-edge of the application of watershed sciences to natural resource management, and this position is an integral part of the ANR effort to successfully apply the watershed sciences to land and water use planning and stream and riparian habitat management. The aquatic habitat biologist reviews the latest developments in the sciences of stream ecology, fluvial geomorphology and similar related sciences, consult with other resource managers and scientists around the U.S. working in these fields, and uses this information to develop sound scientific protocols that will further our assessment of Vermont's watershed resources and our understanding of past and current land use decisions.

Developing aquatic habitat and watershed assessment protocols requires not only a sound understanding of several natural science fields and how these sciences interrelate, but also how to write effective instructional manuals, how to effectively train others to conduct a sound assessment, and how to develop and manage databases containing large amounts of data. Due to the extensive spatial scales of watershed assessment (from landscape level analysis to assessment of a small stretch of river) watershed assessment also requires skills in reading and interpreting remote sensing materials, such as topographic maps, orthophotos, and digital GIS data layers, as well as working "hands-on" with the natural resource in the field using hand tools and survey equipment to quantitatively and accurately measure stream habitat conditions. Computer experience required includes extensive knowledge of MS Word, Excel spreadsheets and Access databases, as well as ArcView GIS mapping and analysis.



Teaching aquatic habitat assessment protocols on the Batten Kill, Spring 2000.

In addition, because there are numerous agencies and organizations at the federal, state, regional, and local levels, which are involved in the management of watershed resources in Vermont, this position must work closely with all of these organizations to encourage consistency in the application of watershed assessment and management in Vermont. This requires the ability to relay technical information to non-technically oriented program managers and the public, to understand the political and programmatic motivations and limitations of partners, and to maintain open communication between partners.

In Vermont many of the land use decisions that affect watershed health are made at the local level. Therefore, it is essential that the aquatic habitat biologist work in watershed assessment and planning involve working closely with town government, regional planning commissions, local watershed groups, and similar conservation organizations. The aquatic habitat biologist conducts hands-on training with members of these organizations, giving them background information about watershed sciences and specific technical training in how to carry out assessments. In addition, The aquatic habitat biologist helps these groups strategize how to use their watershed assessment results to carry out successful land use planning at the local level such that they meet their multi-dimensional goals of protecting their natural environment and providing for viable healthy communities.

The demand by local organizations for technical assistance in watershed assessment is high, and thus, to fill this need the aquatic habitat biologist is responsible for the development of standardized watershed assessment protocols for Vermont with VT DEC water quality staff. This project includes not only written manuals explaining the protocols, but also an "on-the-ground" training program and assistance in data management to local organizations undertaking and/or sponsoring the assessments. Demand for assistance with these assessments is growing daily, and we expect this program to set the precedent for watershed assessment in Vermont and the Northeast. Already federal agencies are applying this assessment protocol to watersheds in Maine and federal programs operating in Vermont have adopted portions of the

watershed assessment protocols relevant to their programs, including the Natural Resources Conservation Service (project evaluation for Farm Bill programs), U. S. Forest Service (watershed planning and fish habitat monitoring and restoration), and U. S. Fish and Wildlife Service (aquatic habitat restoration programs).

The aquatic habitat biologist's work in watershed assessment and planning will have lasting influence on the direction of watershed assessment and planning in Vermont, as well as other regions of the Northeast, and is an essential component of the state-wide, and even national, move towards multi-disciplinary, landscape-level land use planning. The overall outcome of this work is a better-informed public that understands its watershed resources, understands human impacts on these resources, and possesses strong, justified recommendations for future land use planning and policy that will conserve their valuable watershed resources.

2) **Significant duty:** Conduct public outreach related to the protection, restoration and enhancement of aquatic habitat and associated fish and wildlife resources, in concert with the Division of Outreach and Marketing, for the purpose of extending the public's understanding of our aquatic resources and how we impact them. My outreach work requires preparation of written and web-based educational materials, speaking to school and public groups, teaching at the Department youth and teacher conservation camps, and working one-on-one with private landowners, volunteers and local watershed groups. The aquatic habitat biologist must have the ability to explain complex technical information to the untrained public, and to craft and convey specific educational messages with clarity and diplomacy. My position may also require oral presentations to legislative committees. Effective outreach and education is essential for the protection of aquatic habitat and other water resources, as many decisions that impact aquatic habitat are made at the personal level.



Discussing aquatic habitat and physical stream processes
With interested anglers on the Willoughby River, April 2002.

3) **Significant duty:** Serve as a liaison between the Department and the Agency of Natural Resources (as well as other government entities) on water resource issues that affect aquatic habitat and fish and wildlife resources. The aquatic habitat biologist represents the Department's interests and provides professional, technical advice on inter-departmental and inter-agency aquatic resource issues. They serve

on various committees and working groups to provide input into the development of water quality criteria and management of water resources for the protection of fish and aquatic ecosystems. Policy and program negotiations typically occur with the following agencies: VT Dept. of Environmental Conservation, VT Dept. of Forests, Parks and Recreation, VT Dept. of Historic Preservation, VT Agency of Transportation, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, and U.S. Dept. of Agriculture (NRCS and USFS). Example issues include Vermont Water Quality Standards, impacts of agricultural and forestry practices on surface waters, water resource legislation, stormwater regulations, wetlands regulations, riparian buffer protection and restoration, fish passage at transportation structures, stream gravel removal, and road construction and maintenance practices. Working with a diversity of agencies on natural resources management issues requires a thorough understanding of each agency's mission and purpose, capabilities, limitations, and political sensitivities.

4) **Modest duty:** **Coordinate the funding, planning, design and implementation of aquatic habitat restoration projects** with the purpose of protecting and restoring aquatic habitat, furthering our knowledge base of successful habitat restoration practices, and educating participants about aquatic resource conservation. Projects almost always involve partnerships with local angling or watershed groups and other government agencies. Coordination must therefore occur both within the Department (consultation with district biologists) and with these other groups and agencies. The aquatic habitat biologist will identify project goals, alternatives analysis, necessary project monitoring, potential partners, and funding sources. They will occasionally write grant proposals and seek funding for such projects, and often instruct and support others in this process. The aquatic habitat biologist will prepare reports and work plans as required by the grants. Many stream restoration practices require extensive stream surveys conducted with laser-level equipment and engineering-quality designs. The aquatic habitat biologist will conduct such surveys and assist with restoration designs, including preparing necessary permit applications (i.e. Army Corps of Engineers 404 permit). This requires an ability to understand engineering standards as applies to design sketches and drawings.

5) **Modest duty:** **Administer the Vermont Watershed Grants Program**, a pass-through grant program funded by the sale of the Conservation License Plate and dedicated to watershed improvement and education. This program requires oversight of funding allocations (approximately \$50,000 to \$70,000 per year), evaluating the technical merit of grant proposals, particularly as pertains to stream habitat assessment and restoration, developing grant contracts, and monitoring grant-funded projects. Grant awards are determined by close consultation and coordination with a citizen advisory committee. Grant project monitoring involves working in partnership with landowners, towns, regional planning commissions, watershed associations, environmental groups, conservation districts, businesses, and agencies of the state and federal government. It also requires communicating closely with District Fish Biologists about specific fisheries resources in their respective districts, and working with other Department and Agency staff regarding grant projects within their specific areas of expertise. Strategizing program promotion and marketing is also required, which requires working closely with Department Marketing and Outreach staff to develop an effective marketing plan. Detailed administration of the program requires extensive knowledge of database programs (such as Microsoft Access) and how to merge this software with other spreadsheet and word processing applications, such as MS Word.

6) **Modest duty: Represent the Fisheries Division on the Habitat Assessment Team.** This Department team, comprised of representatives from both the Fisheries and Wildlife Divisions, coordinates the Department's interests in regulatory matters concerning the protection of fish, wildlife and their respective habitats. Team functions include 1) the development of habitat conservation guidelines, mitigation strategies and policies used in regulatory processes and permit review; 2) the review of precedent-setting permit cases that may influence the use or content of habitat conservation guidelines; 3) coordination of environmental reviews between the Dept. and Agency level; and 4) land and water conservation planning and associated outreach.

7) **Small duty: Serve as a liaison between the Department and the Agency on fisheries related land acquisition and access area development.**

The aquatic habitat biologist will serve on the Department Lands Team on an as needed basis. Their specific role is to consult with the team on issues of aquatic and riparian habitats as pertains to Department land management decisions. This requires technical expertise in the sciences of riparian and stream ecology and stream fluvial function, as well as a broader understanding of the role of riparian and aquatic habitats at a landscape scale. This duty also frequently involves working in partnership with other state agencies that may be involved in state land acquisitions or transfers, such as the Agency of Transportation. The aquatic habitat biologist will also consult with the U.S. Fish and Wildlife Service and the Natural Resources Conservation Service in the application of their habitat restoration and streambank stabilization programs on private lands, which frequently require Department input when these private land projects border Department lands.

8) **Modest duty: Provide technical advice and assistance to the public,** including landowners, town government officials and commissions, regional planning commissions and others involved in activities affecting aquatic habitat (such as installing culverts, building instream ponds, clearing stream buffers for adjacent land use, and directing land use planning). The aquatic habitat biologist will instruct these individuals on how to minimize adverse impacts to aquatic resources, providing professional expertise on a one-to-one basis, as well as through workshops, public speaking engagements, and the development of informational publications

9) **Small duty: Represent the Department and Agency by providing expert testimony** before legislative bodies, governmental boards, technical committees and judicial hearings with regard to environmental impacts on aquatic habitat and resources. For this duty they may be required to prepare written and oral testimony and any supporting research necessary.

10) **Small duty: Serve on various Department and Agency teams** related to fisheries resources, strategic and operational planning, and administrative issues. General team functions include information gathering and analysis, problem solving, seeking public input, planning, and development of recommendations. Current teams would include:

- Habitat Team (Department)
- Lands Team (Department)
- NRCS state technical committee (Inter-agency)

Each of these teams has been explained in detail under other items in this section.

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*.

Summary: The aquatic habitat biologist must constantly collaborate and partner with other resource agencies and specialists involved in watershed assessment and planning, aquatic habitat restoration, and water resources management in Vermont and the Northeast region. In addition, the aquatic habitat biologist will work continually with watershed groups, angling groups, and similar groups involved in aquatic resource conservation on a regular basis, providing both educational opportunities and technical assistance.

Local and Regional Conservation Organizations: The majority of the aquatic habitat biologist's work is focused on working with watershed associations, landowners, town officials, regional planning commissions, local and regional environmental organizations, and natural resources conservation districts. They fulfill multiple outreach, education, and technical assistance roles with these groups, all for the purpose of increasing public awareness of and capacity to conserve aquatic habitats.

VT Dept of Fish and Wildlife: Within the Department the aquatic habitat biologist will consult regularly with the Fish Biologists about specific habitat assessment and restoration projects and land acquisition proposals within their districts. The aquatic habitat biologist will also collaborate with the Fisheries Biologists in monitoring fish populations at fish habitat restoration projects. The aquatic habitat biologist will work with Wildlife Biologists on riparian habitat restoration projects involving Department lands, as they are directly in charge of managing most Department lands within their districts and because riparian restoration also includes many wildlife habitat needs. The aquatic habitat biologist will frequently consult with the Nongame and Natural Heritage biologists about specific development projects or program policies regarding aquatic resources, as the aquatic habitat biologist's work often encompasses aquatic ecosystems as a whole and thus includes both game and nongame aquatic species' concerns. This is a particularly important role for the aquatic habitat biologist's position in setting a new direction for the Department, as traditionally there has been a strong dividing line between our Department's game and nongame programs.

My many outreach responsibilities and marketing needs (associated with the administration of the *Vermont Watershed Grants Program*) require that the aquatic habitat biologist will work closely with Department Outreach and Marketing staff. In addition, they work closely with the Department Lands Specialist when evaluating land acquisition projects. In both of these instances they provide the technical resources and evaluation of specific projects and assist with project development.

VT Department of Environmental Conservation: The aquatic habitat biologist will work almost daily with the VT Department of Environmental Conservation Water Quality Division. The multi-faceted nature of watershed assessment and planning requires working with experts from various natural resource fields in order to maintain successful programs.

Vermont River Corridor Restoration Partners: The field of river corridor and aquatic

habitat restoration is fairly new nationally and is still developing, thus, since there is still much to be discovered in this science, the aquatic habitat biologist will work closely with all the agencies and organizations involved in this type of work in Vermont, including the U.S. Fish and Wildlife Service, the Natural Resources Conservation Service, the U.S. Forest Service, the VT Department of Environmental Conservation, and numerous regional and local watershed groups, some of which have achieved a high level of sophistication in their restoration and organizational capacity. In fact, there is an unofficial "team" of agency and non-profit professionals involved in river corridor restoration efforts in Vermont that have agreed to work together on numerous projects in order to learn together, pool financial and technical resources, and efficiently meet the high demand for technical assistance to the public in the area of river corridor management and restoration. The aquatic habitat biologist will be an active member of this team, assisting with river restoration project design, implementation, and monitoring; guiding river restoration policy and application; and identifying and securing financial resources for restoration efforts. As there are many interests involved in river restoration, the aquatic habitat biologist will work to make sure aquatic habitat issues are adequately addressed. Because the science of river restoration is so "young", and in many ways full of uncertainties, it is crucial that The aquatic habitat biologist will maintain good working relationships and open communication with the many organizations involved in restoration practices such that we can all benefit from one another's knowledge and experience and achieve the most effective restoration possible. Also, because river restoration can be quite costly, both when undertaking active restoration practices and when inaction results in natural resource and infrastructure damage, it only makes good sense to pool our agencies' resources such that we can achieve complete and effective river assessment and restoration.

Other Organizations Affecting Water Resource Management: There are several agencies and organizations with interests in water resources that often have impacts on these resources with whom they work on a regular basis, including the VT Department of Agriculture (nonpoint source pollution and riparian buffers), the Division of Historic Preservation (historical dam structures and historic riverbank settlements), and the VT Agency of Transportation (VTrans). Most notably is VTrans, with whom this position will work on a variety of issues, ranging from specific bridge projects to programmatic and policy changes.

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.

Special Skills Required:

- Technical knowledge of aquatic ecology, trout and salmon biology, hydrology, hydraulics, fluvial geomorphology (physical stream processes), landscape level watershed and land use planning, and aquatic habitat restoration techniques (including performing and evaluating stream surveys and restoration designs with laser level equipment and specific engineering standards).
- Advanced working knowledge of GIS software, analysis and mapping, GPS hand-

held data units, Word Perfect, MS Word, MS Excel (spreadsheets and graphs), MS Access (database), water temperature data loggers and associated software, digital camera and associated software.

- Ability to read and interpret maps and other remote sensing materials, including orthophotos, aerial photos, topographic maps, soils maps, and GIS data layers.
- Effective oral and written communication skills with the ability to address a wide range of audiences, including audiences ranging in age from elementary school to elderly and ranging in technical expertise from “novice” to professional.
- Ability to work effectively with interdisciplinary groups as well as diverse groups with conflicting interests.
- Familiarity with Department, Agency, State, and Federal programs, policies and law, including:

Department of Fish and Wildlife Strategic Plan

ANR Streamflow Policy

ANR Streambank & Lakeshore Vegetation Management Procedure

Vermont Water Quality Standards

VSA Title 10 sections pertaining to fish and wildlife

VSA Title 10, Chapter 41 - Stream Alteration

VSA Title 10, Chapter 111 - '4607 Obstructing Streams

VSA Title 10, Chapter 151 - '6086 Act 250

Title 25: Chapter 2 - General Provisions Relating to Rivers and Streams

Federal: Clean Water Act, Farm Bill, Federal Aid in Sport Fish Restoration, U.S.

Fish and Wildlife Service Partners for Fish and Wildlife Program

Training Completed:

- Designing Stream Restoration Works, week long workshop covering fluvial geomorphology, stream hydraulics as relates to fish habitat, fish passage design (at dams and culverts), and riparian and instream fish habitat restoration techniques.
- Stream Restoration: Natural Channel Design, 3-day workshop including principles of fluvial geomorphology and river corridor restoration, dam removal, riparian and wetland restoration, stream habitat restoration, and bioengineering techniques.
- International Trout Habitat Improvement Workshop, 3-day workshop including trout and salmon habitat restoration techniques and projects from around the world.
- Ecological Engineering Conference, 1 day meeting presenting ecological engineering projects from around the world.
- Biogeography and Ecology of the Northeastern Freshwater Fishes, week long seminar teaching the distribution of freshwater fish species in the northeast, fish community habitat requirements, taxonomy, and fish sampling techniques.
- GIS Reach Indexing Tool Training, provided by EPA, 2-day training in ArcView GIS script and data layers for surface waters (streams, rivers, lakes, wetlands), including data analysis techniques and mapping.
- High Engagement Workplace, 3-day workshop by Gil Steil Associates, offered training in techniques to make effective change happen, including: understanding group dynamics, encouraging creative thinking, creating visions for the future, and motivating others to seek responsibility and take initiative.

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:

Supervision of seasonal employees will be required

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.

Work Assignment: The aquatic habitat biologist will work independently on a day-to-day basis. They will work with the Fish Division Director to establish work priorities annually. They are expected to have technical expertise in certain areas beyond those of their supervisor.

Work Review: The supervisor reviews work through 1) review of written products, 2) input from co-workers and others with whom the aquatic habitat biologist will work, 3) occasional discussions about issues and projects, 4) occasional observation of performance at meetings and presentations, 5) grants received, and 6) project accomplishments. This position is expected to know when it is important to brief their supervisor about project progress or issues, and must exercise good judgment in this regard.

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.*

This position involves working with others, both inside and outside of government, who have differing interests, values and desires. This position must be able to develop productive working relationships with these people, and communicate clearly and persuasively with them. The aquatic habitat biologist will need to be able to build consensus among groups with differing values to achieve results consistent with the Department mission and goals. These are the same skills that effective managers and leaders must have, and are as equally important as the technical skills that they must have to carry out their job duties. The aquatic habitat biologist will often represent the Department in a variety of forums, where decisions must be made with a high degree of independence, using only a broad policy framework as guidance.

Working at the local level on the implementation of aquatic habitat restoration projects, which also requires the cooperation of diverse interests, the aquatic habitat biologist must

achieve a balance of educating, guiding, and listening, and yet always standing firm on protecting aquatic resources. Government involvement at the local level is often challenging and must be handled diplomatically. The aquatic habitat biologist must be sensitive to this dynamic, and must be able to find ways to simultaneously meet Department goals and local needs.

Overall this job is challenging in that it requires a mix of scientific knowledge, communication skills, and interpersonal skills at high levels of expertise.

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?

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.*

(Note: Only provide annualized dollar figures if it makes sense to do so, and if you do please explain what the amount(s) represent.)

1. Amount \$70,000 avg. / year Grants from outside sources – direct responsibility
Amount \$30,000 avg. / year Grants from outside sources – indirect responsibility

The aquatic habitat biologist will pursue grants for the purpose of implementing aquatic habitat education, protection, and restoration projects. The amount of \$70,000 represents the current yearly average of grant funds for which they are directly responsible for administering and applying. In addition, The aquatic habitat biologist will often offer support to other groups seeking outside funding sources for aquatic habitat conservation, by providing verbal and written support and additional information for their grant proposals. The current yearly average for these funds is \$30,000.

2. Amount \$67,000 avg. / year Vermont Watershed Grants Program

The aquatic habitat biologist will be accountable for the funds allocated through this grant program to conservation organizations throughout Vermont. The funds for this grant program are generated by the sale of Conservation License Plates (through partnership with the Department of Motor Vehicles), thus it is essential to manage this program carefully and efficiently so that those investing in conservation plates feel their contribution is worthwhile and thus continue to support the program. In return, the benefit of a well-run grant program will mean more resources available for watershed conservation work in Vermont.

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?
Management of water resources frequently involves conflicts between different interest groups. Working on development projects and watershed planning often brings up resource conflicts that involve strong adversarial relationships with landowners, stakeholders, and consultants. Even "do-good" projects, such as stream restoration projects, can be controversial between different interest groups and agencies that hold differing view points, values, and preferences. Further stress results from high environmental and economic stakes associated with stream restoration and land/water use planning, and the accompanying political pressures. The aquatic habitat biologist must often take positions that are unpopular, while at the same time, work collaboratively with several parties at once to achieve results.	1 day / week

- 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?
Hazard: potential vehicle accident	2 days / week average
Hazard: potential falls while hiking over uneven, and sometimes steep, terrain	1 day / week average
Hazard: potential falls, drowning and/or hypothermia when working in swift running cold streams and rivers with rocky, slippery streambeds	2 days / week average
Hazard: potential heavy equipment accident associated with large-scale stream restoration projects	2 days / month during the field season (April - October)

<p>Hazard: potential electrocution in operation of electrofishing equipment (electric current) in rivers and streams</p>		<p>2 days / month during late summer (August – October)</p>
<p>Discomfort: exposure to cold, rain/snow, heat and other weather extremes when working in the field, usually required to wear waders which increases heat discomfort on hot summer days</p>		<p>2 days / week average</p>

- 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?
Brush and tree materials and tools associated with stream restoration and assessment projects	25 – 50 lbs.	1 day / week average from April to October

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

Type	How Much of the Time?
Sitting at computer and desk	3 days / week
Hiking in and along streams and rivers	2 days / week
Driving to and from field work destinations, ranges from .5 to 3 hour non-stop drives	2 days / week

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.

The aquatic habitat biologist is expected to work successfully with many individuals, ranging from other biologists to citizens to developers to government employees. The most important aspect of the aquatic habitat biologist's job is their ability to build relationships and be persuasive. In order to do this The aquatic habitat biologist must have the technical knowledge to provide meaningful input and direction, while at the same time possess excellent communication skills and diplomacy, so as to build and maintain strong, effective relationships with the many different groups involved in water resources conservation and management.

Employee'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?

Yes No If yes, please provide detailed information.

Attachments:

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

Draft job specification.

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).

Personnel Administrator'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?

I agree with that the first duty listed in Section 5 is the most important. In general, the most important part of this job is to work productively with others to better protect, enhance and restore aquatic habitats, based on a watershed perspective. This duty involves providing technical guidance and education where public misconceptions and conflicts concerning watershed management are numerous. The employee must have strong interpersonal skills and be able to communicate clearly and persuasively. Results of this work must be consistent with Department goals. In addition to on-the-ground improvements (such as riparian tree plantings), education and involvement efforts are intended to encourage people to become vested in the protection of these resources and act responsibly in the long term to protect them. This job is important because it focuses on the long term conservation of habitat – a fundamental need of our fish and wildlife resources.

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?

- Technical expertise concerning aquatic ecology, fish biology, stream channel processes, and habitat assessment and restoration techniques.
- Strong communication skills, both oral and written.
- Ability to develop productive working relationships with people whose education, viewpoints and desires may differ considerably.
- Ability to develop action alternatives that all partners can accept.

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

The employee's responses are accurate and complete.



Supervisor's Signature (required)

4/11/16

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.



Appointing Authority or Authorized Representative Signature (required)

4/11/2016

Date

Revised: 03/01/1999
Title Code - 137300
Plan/Grade: CLS / 21

AQUATIC HABITAT BIOLOGIST

Definition:

Planning, coordinating, outreach and technical assistance work for the Department of Fish and Wildlife involving the implementation of activities and programs to protect, restore and enhance fish habitat and associated fish and wildlife resources. Duties include coordination and participation in watershed-based planning and aquatic habitat management; related public outreach; technical advice and advocacy before other departments, agencies, organizations and the public on aquatic resource issues; and coordination of land acquisition to conserve aquatic habitat. Extensive interaction on water resources and aquatic habitat issues occurs with state and federal agencies, local and regional officials, industry representatives, and watershed groups. Work is performed under the general direction of the Fish & Wildlife Impact Assessment Specialist.

Examples of Work Performed:

Represents the Department and coordinates its participation in new interdisciplinary efforts at watershed-based planning and habitat management. Conducts public outreach related to the protection, restoration and enhancement of aquatic habitat and associated fish and wildlife resources. Coordinates the funding, planning, design and implementation of aquatic habitat restoration projects with the purpose of stabilizing or restoring aquatic habitat and educating participants about aquatic resource conservation. Serves as a liaison between the Department and the Agency on water resource issues that affect aquatic habitat and fish and wildlife resources. Serves as a liaison on fisheries related land acquisition, with the Department land specialist, between the Department and the Agency. Characterizes fish species and their habitats on a broad geographic scale, using Geographic Information System (GIS) mapping and associated technologies. Provides professional consultation, information and education to other agencies, municipalities, landowners, and the general public on the protection, restoration and enhancement of aquatic habitat and associated fish and wildlife resources. Provides expert testimony before regulatory Boards and the legislature on issues related to aquatic habitat and fish and wildlife resources. Performs related duties as required.

Knowledge, Skills and Abilities Required for Class Entry:

Considerable knowledge of the ecology and life cycles, habits and habitats of Vermont fish and aquatic wildlife species./ Considerable knowledge of river ecology./ Considerable knowledge of the impacts of land use on aquatic fish and wildlife resources and habitat./ Considerable knowledge of the principles and practices of rivers protection and restoration./ Working knowledge of river channel fluvial dynamics and processes./ Knowledge of the techniques and technology involved in streambank and riparian restoration for the enhancement of aquatic habitat./ Knowledge of biological sciences related to fish and wildlife management./ Ability to communicate effectively and to explain complex technical information to a wide variety of audiences, both orally and in writing./ Ability to establish and maintain effective working relationships.

Knowledge, Skills and Abilities Required for Full Class Performance:

Considerable knowledge of state and federal laws, rules and regulations applicable to fish and wildlife resources and watershed management. Considerable knowledge of economic, social, institutional and political factors associated with river resources in Vermont. Considerable knowledge of Department goals, objectives, policies

and procedures related to the conservation of fish and wildlife resources and habitats./ Working knowledge of potential funding sources for watershed and aquatic habitat projects and their grant procedures./ Working knowledge of the biology, hydrology, and physical habitat characteristics of Vermont rivers and watersheds./ Knowledge of the principles of and techniques for public involvement./ Ability to prepare effective and successful grant applications./ Ability to develop and implement feasible solutions to a variety of watershed and aquatic habitat problems./ Ability to persuade and build collaborative support for these solutions./ Ability to present complex information in an understandable and persuasive manner.

Environmental Factors:

Duties are performed in both an office and field setting. Field work may require traversing rough terrain and bodies of water in all weather conditions. Duties may require work outside of normal office hours. Some travel will be required for site visits and public meetings, for which private means of transportation must be available.

Minimum Qualifications for Application:

Education: Bachelor's degree in fisheries science or management; in aquatic biology or management; or a river-related natural resource field.

Experience: Two years at or above a technical level in fisheries or aquatic biology or management; water resources planning or management; hydrology; or river-related natural resource field.

Note: Graduate work in fisheries or aquatic biology or management; water resources planning or management; hydrology; or river-related natural resource field may be substituted for the experience on a semester for six months basis.

