



# Oregon Department of Fish and Wildlife

## *Recruiting Announcement*

ANNOUNCEMENT NUMBER: LEFW9121  
CLASSIFICATION NUMBER: C8504  
REVISED: DECEMBER 29, 2009 (CLOSE DATE)  
CLOSE: JANUARY 11, 2010

**NATURAL RESOURCES SPECIALIST 4**  
**OREGON CONSERVATION STRATEGY COORDINATOR**  
**\$4,286 - \$5,985 MONTHLY**

### GENERAL INFORMATION

- This position is part of the Oregon Department of Fish and Wildlife and is located in Salem.
- This recruitment will be used to establish a list of qualified people. The list will be used to fill the current vacancy only.
- The employee in this position will be represented by the Service Employees International Union (SEIU) and will be subject to all provisions of the collective bargaining agreement and State cost reduction directives, including mandatory unpaid time off (MUTO) days due to budgetary constraints.
- If called for an interview, applicants will be asked to sign a reference authorization and release form at the time of interview.

### TO QUALIFY

Your resume will be reviewed to verify that you meet the qualifications stated in this section. To receive credit, you must **clearly** describe how you have:

- Four years of biological experience in a fisheries or wildlife program with at least one year of experience with responsibility for planning, directing and coordinating complex projects and/or programs that affect fish or wildlife;  
**AND**
- A Bachelor's degree in Fisheries or Wildlife Science or a closely-related Bachelor's degree with at least 45 quarter (30 semester) hours of biological/ecological coursework; or three years of biological experience performing studies, research, or resource management activities in a fisheries or wildlife program.

A Master's degree in Fisheries or Wildlife Science, or a closely-related Master's degree in biological/ecological sciences will substitute for up to one year of required experience and a Doctorate in Fisheries or Wildlife Science, or a closely-related Doctorate in biological/ecological sciences will substitute for up to two years of required experience.

Applicants who have obtained a Master's degree or Doctorate that includes work experience from an internship, work/study, or similar program may list this experience in their resume to receive credit for the work experience. The Master's degree/Doctorate and applicable work experience will be reviewed separately and both the education and applicable experience may count toward minimum qualifications.

Your resume must indicate the total time worked for each job listed by including the month/year. If a job was not full-time, you must state the hours worked per week. **Your resume must clearly describe your job duties and your level of**

**responsibility. Your resume and/or cover letter must clearly describe how the job duties fully meet the qualifications listed. Be sure to indicate a percent of time actually spent on qualifying experience if it is not the main experience, but only part of the duty(ies) you performed in a job you are listing.**

**Note:** All applicants must submit a photocopy of all transcripts required to qualify **with** their application to receive credit for college degrees or coursework unless they are permanent employees of the Oregon Department of Fish and Wildlife. However, permanent ODFW employees should be prepared to provide copies of college transcripts upon request as they may be required if it is not clear whether a degree is closely related. Credits must be from an accredited college or university. Transcripts must include coursework and indicate that a degree was conferred. Online transcripts are acceptable.

**Preference will be given to applicants with experience developing and implementing long-range strategic habitat and species conservation planning efforts such as State Wildlife Action Plans and experience working in collaborative processes with governmental agencies and non-governmental organizations.**

## **IF YOU QUALIFY**

There is no test for this job. If you meet the "To Qualify" requirements on this announcement, your name will be placed on the list with a code of QLF (qualified).

Applicants with Veteran's Preference Points who submit the required documents will be considered in accordance with applicable statutes.

## **DUTIES AND RESPONSIBILITIES**

The person in this position will ensure that conservation actions/strategies identified in the Oregon Conservation Strategy (OCS) are implemented by department staff, state and federal agencies, non-governmental organizations, and the public. S/he will serve as the department's leader in identifying and developing partnerships for implementing the OCS, identifying priority fish and wildlife conservation needs and providing a process for reviewing and updating the OCS. In addition, s/he will develop and coordinate the program and monitor success of the program as required to meet federal and state performance and fiscal requirements and provide OCS leadership and coordination with key staff in the Conservation program, and with other programs within the Fish and Wildlife Divisions, the Information and Education Division, and the Director's Office. Major roles and responsibilities are to:

- Provide guidance and coordination to implement conservation strategy actions related to the Key Conservation Issues (KCI). Lead and coordinate the conservation, enhancement and protection of Strategy Habitats through on-the-ground restoration, monitoring and evaluation, and landowner technical assistance particularly focused in Conservation Opportunity Areas (COA). Collaborate and coordinate internally, with other agencies, groups, organizations and individuals to prevent the establishment of invasive species and control the spread of currently established invasive species. Identify and initiate actions that encourage the restoration of natural processes, such as low intensity fire cycles and seasonal flood regimes when applicable. Lead, coordinate, and initiate actions internally and with other agencies and organizations that remove significant barriers to animal movement in critical areas. Maintain and restore water quality and quantity to support fish and wildlife habitat. Identify and implement solutions to institutional barriers that prevent implementation of effective conservation measures.
- Increase internal implementation of the Conservation Strategy at all levels of the department by providing technical assistance and support to department programs. Have frequent communication and provide consultation with staff and managers in the field and in offices across the state to ensure that the OCS is being strategically implemented in all department programs. Create additional Conservation Strategy templates and tools, such as the Oregon Explorer. Update the Conservation Strategy intra-net page to include additional resource materials. Implement cooperative survey and monitoring and on-the-ground restoration projects with field staff. Revise and improve coordination with Watershed Strategy Coordinators. Provide staff with additional media and outreach tools related to the Key Conservation Issues.
- Develop new and expand existing external partnerships to implement the Conservation Strategy. Develop long-term, sustainable collaborations and partnerships through formal agreements, collaborative grant programs, joint mapping, monitoring and habitat assessments, and participate in management and conservation planning for Strategy Species and Habitats including: consult with the Action Agencies (USACE and BPA) on identifying areas to focus restoration funding related to the Willamette Biological Opinion (BIOP) in COAs; participate in Habitat Joint Ventures, Partners in Flight and Fly-Way coordination meetings; collaborate with the Oregon Watershed Enhancement Board and Oregon Department of Forestry on identifying funding programs and opportunities and develop new relationships with academic institutions for research and educational curriculum related to strategy implementation.

- Develop and/or expand monitoring opportunities to increase the department's ability to manage, maintain, and synthesize data related to Strategy Species and Habitats. Collaborate with the Master Naturalist Program to implement Strategy related actions (e.g., monitoring, survey, invasive species awareness). Advise department staff and managers to improve and maintain GIS applications, databases, and data sources related to Strategy Habitats and Species including coordination with the Institute of Natural Resources on the Wildlife Explorer, Defenders of Wildlife on the Conservation Registry and Oregon Natural Heritage Center's species databases. Continue to consult with the Fish and Wildlife Monitoring Team to develop basic frameworks for monitoring strategy species.

## WORKING CONDITIONS

- Work is primarily conducted in an office environment. Visits project sites and occasionally may participate in field surveys.
- Requires statewide travel to grant project sites, department field offices, conferences, offices of other state and federal agencies and organizations and institutions is necessary several times a month. Travel by air or ground transportation to meetings or conferences out-of-state is necessary several times a year.
- Requires a flexible work schedule that varies in the number of hours worked on a daily basis, but not necessarily each day, or a work schedule in which the starting and stopping times vary on a daily basis, but not necessarily each day. This includes working at all hours and workdays in excess of eight hours or 40 hours per week when necessary. Required to work longer hours, evenings and/or weekends to attend meetings or meet workload deadlines.

**NOTE:** You must have a valid driver license and an acceptable driving record.

The Oregon Department of Fish and Wildlife will check driving records for in-state finalists. Out-of-state finalists will be required to present a current driving record for review.

**NOTE:** Within three days of hire, applicants will be required to complete the U.S. Department of Homeland Security's I-9 form confirming authorization to work in the United States. ODFW is not able to support VISA sponsorships.

## BENEFITS

- **Attractive cafeteria-style benefits package including:**
  - A variety of medical and dental plans covering employees, dependents and domestic partners from which to choose.
  - Employer paid \$5,000 basic life insurance; additional coverage available.
  - Optional long- and short-term disability plans and Accidental death and dismemberment plans.
  - Optional long-term care insurance.
  - Option to enroll in the flexible spending account for dependent day care.
  - Option to enroll in the health care flexible spending account.
- **Retirement benefits:**
  - Membership in the Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP).
  - Option to participate in the Oregon Savings Growth Plan, a deferred compensation program offering a wide variety of investment options.
- **Paid Leaves:**
  - Vacation Leave earned at the rate of 8 hours per month with accrual rate increases at 5-year increments.
  - 24 hours of personal leave earned each fiscal year.
  - Sick leave earned at the rate of 8 hours per month with no maximum accumulation.
  - Nine paid holidays a year.
  - Access to the Employee Assistance Program (EAP) that offers confidential counseling for you and/or your dependents.

## HOW TO APPLY

You **must** submit:

- The **Applicant Information Form**, including your signature.
- A **resume** that clearly describes how you meet the qualifications for this position.

- A **cover letter** (typed) **addressing how you meet the requirements in the “To Qualify” section and your experience as described in the preference statement.**
- A **photocopy of all college transcripts** in order to receive credit for college degrees or coursework. Credits must be from an accredited college or university. Transcripts must include coursework and indicate that a degree was conferred. Online transcripts are acceptable.
- A **list of five professional references**, including at least three past/current supervisors and one or more peers or customers served. Please identify the category each reference addresses.
- **For Veterans:** A DD Form 214 (or DD Form 215), Certificate of Release or Discharge from Active Duty if you intend to claim Veteran's Preference Points or for additional information, please visit: [www.oregonjobs.org/das/stjobs/vetpoints.shtml](http://www.oregonjobs.org/das/stjobs/vetpoints.shtml).

Individuals interested in this opportunity should mail or fax application materials to:

Oregon Department of Fish and Wildlife  
 Human Resources Division  
 3406 Cherry Avenue NE  
 Salem, OR 97303  
 Phone: (503) 947-6051  
 Fax: (503) 947-6050

**APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 P.M. ON MONDAY, JANUARY 11, 2010.**

If necessary, you may fax to (503) 947-6050. However, if you wait until the close date to fax your materials, your fax may not make it through by 5:00 p.m. due to the large volume of materials being faxed on the close date. When at all possible, mail your materials early. **Due to the volume of applications received, we are unable to verify receipt of application materials.**

The Oregon Department of Fish and Wildlife is not responsible for material that is illegible or incomplete as a result of transmitting by fax or which may be lost or delayed through the mail.

Notice of results will be sent by mail. Although agencies are not required to delay their selection process, you may request a review of the test results. Your request must be received within 10 days from the date of the notice. Additional information cannot be accepted once the announcement has closed. However, if the recruitment is still open, you may submit new application materials that must be received in our office by the close date.

Please visit ODFW's Web site at [www.dfw.state.or.us](http://www.dfw.state.or.us)

<b>SELECTION PROCESS</b>
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**INTERVIEWS** will be scheduled for those applicants who appear to be best qualified, based upon an evaluation of their experience and training and its relevance to this position.

**REASONABLE ACCOMMODATIONS FOR INTERVIEWS WILL BE PROVIDED UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.**

**\*\*\*AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER\*\*\***

# OREGON DEPARTMENT OF FISH AND WILDLIFE APPLICANT INFORMATION FORM

*Please complete this form and attach it to your application materials.*

Name (Last, First, Middle Initial):	Oregon Employee ID Number or Applicant ID Number (not SSN):	
Mailing Address:	Announcement No: <b>LEFW9121</b>	Class No: <b>C8504</b>
City, State, Zip Code:	Home Phone:	Work Phone:
E-mail address:	Cell Phone:	Message Phone:
<input type="checkbox"/> I am an ODFW lateral transfer		

Job Applied for: **OREGON CONSERVATION STRATEGY COORDINATOR, NSR4, SALEM**

Attachments enclosed:  Resume  Cover Letter (addressing how you meet the requirements in the "To Qualify" section and your experience as described in the preference statement)  Reference List  College Transcripts  
 DD214/DD215 ( 5 pt. or  10 pt.) Date of Entry (M-D-Y) \_\_\_\_\_ Date of Discharge (M-D-Y) \_\_\_\_\_

### OUTREACH AND RECRUITMENT

Where did you first hear about this position? Please be specific.

- State Jobs Page
- ODFW Web site
- Other Web site – list Web address: \_\_\_\_\_
- Newspaper Ad – list newspaper: \_\_\_\_\_
- Referral from ODFW employee(s) – list name(s): \_\_\_\_\_
- Referral from individual – list name(s): \_\_\_\_\_
- Heard at community/professional organization meeting – list organization: \_\_\_\_\_

### CERTIFICATION AND SIGNATURE

I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in these application materials, or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, or dismissal from state service if discovered after employment, and in some circumstances, prosecution for a crime.

- ♦ I certify that all statements contained in these application materials are true and complete whether made by me or others at my request.
- ♦ I understand that if hired, I must prove that I am legally authorized to work in the United States.
- ♦ I authorize the State of Oregon to check employment references and verify education information provided in these application materials and as disclosed in the interview process.
- ♦ I authorize the State of Oregon to check my driving record if the position for which I am applying requires driving.
- ♦ I understand that I may be asked to submit to a pre-employment criminal history background check as a condition of employment.
- ♦ I release the State of Oregon and all providers of information from any liability as a result of furnishing and receiving any information related to the State of Oregon's hiring process.

I agree to the conditions stated in this "Certification and Signature" section, and this section is enforceable as signed below.

**SIGNATURE** (*Must be signed in ink if submitting a hard copy*):

DATE:

**KEEP A COPY OF YOUR APPLICATION MATERIALS - COPIES WILL NOT BE PROVIDED**

For Office Use Only:

Accepted  Not Accepted \_\_\_\_\_

**AFFIRMATIVE ACTION - NON-DISCRIMINATION:** *The State of Oregon is committed to the principles of workforce diversity and affirmative action. In order to achieve a workforce that is reflective of the communities we serve, the following information will help us monitor our outreach and recruitment efforts for this position. **Completing the information below is voluntary.***

GENDER (Please Select One):	<input type="checkbox"/> Male	<input type="checkbox"/> Female
ETHNICITY (Please Select One):	<input type="checkbox"/> Asian(A)	<input type="checkbox"/> African American(B)
	<input type="checkbox"/> Hispanic(H)	<input type="checkbox"/> Native American(I) <input type="checkbox"/> Caucasian(W)
DISABLED (Please Select One):	<input type="checkbox"/> Yes	<input type="checkbox"/> No

(checking the "yes" box has no effect on an employer's obligation to provide reasonable accommodation under state and federal disability laws.)

