

~~STATE OF MINNESOTA~~

~~MINNESOTA~~

Class Code: ~~3140770~~

~~CLASS SPECIFICATION~~

~~SPECIFICATION~~

Barg. Unit(s): ~~216~~

~~NATURAL RESOURCES~~ PROGRAM SUPERVISOR SENIOR ~~—~~ - FISH RESEARCH

KIND OF WORK

~~—~~Supervisory work in cold water or warm water fisheries research.

NATURE AND PURPOSE

~~—~~Under administrative supervision, position performs supervisory work in cold water or warm water fisheries research in the designing, approval and monitoring of research to provide information and methods needed to improve fisheries programs and resource management decisions; performs related work are required.

~~—~~The NR Program Supervisor Senior ~~—~~Fish Research differs from the NR Specialist, Senior ~~—~~Fisheries Research ~~Biologist~~ classification in that it is responsible for supervising staff in fisheries research programs; and differs from the NR ~~Fisheries~~ Research Manager ~~—~~ ~~Fisheries~~ in that the managerial class is responsible for overall policy development for both fisheries research programs as well as for contributing to division ~~—~~wide policy decisions.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

~~—~~Prepares the annual work plan so that projects are completed according to time schedules by determining which survey and research projects are undertaken, establishing priorities, developing project schedules, and contracting research studies to outside agencies when appropriate.

~~—~~Disseminates information about fisheries research so that department staff are adequately informed by developing, delivering, and/or delegating presentations to administrators, research specialists, and committees and; advising fisheries staff.

~~—~~Reviews research reports to ensure that they are accurate and well-written by critiquing scientific content, organization, and style, and determining publication format.

~~—~~Promote close contact with other DNR personnel and outside professionals so that scientific expertise can be exchanged and fisheries and related environmental problems solved.

~~—~~Supervises programs to ensure the effective allocation of human resources by interviewing and selecting staff affirmatively, assigning, scheduling, directing, and evaluating work performance; recommending achievement awards; and disciplining subordinate staff.

Manages budgetary resources to efficiently meet program needs by preparing, justifying,

monitoring and evaluating budgets and developing statewide spending plans.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Fisheries biology and ecology sufficient to review the design of research and survey projects, identify information needs, formulate hypotheses to test, design research projects in non-traditional areas, and evaluate new fisheries methods.

Statistical analysis, research and experimental design and modeling techniques sufficient to design, analyze, review, and provide expert opinion on original scientific research projects.

Current literature on research activities relating to aquatic sciences.

Computer proficiency, including knowledge of databases, spreadsheets, and statistical programs sufficient to efficiently analyze data.

Procedures involved in planning, executing, evaluating and reporting controlled experimental research in the biological sciences.

Human resource policies, procedures, and bargaining unit agreements sufficient to resolve personnel problems, create and fill positions, reward and discipline employees, and assign, schedule and direct work of subordinate staff.

State and DNR budgeting practices and Federal Aid guidelines sufficient to prepare budget requests and monitor expenditure of funds.

Skill in:

Oral and written communication sufficient to provide technical research information to scientific, educational, civic and conservation groups.

Human relations sufficient to motivate and improve the performance of subordinate staff, negotiate resolution to conflicts with staff and other programs, and work cooperatively with others on projects.

Ability to:

Communicate orally and in written form with diverse audiences, including both lay and peer groups, sufficient to document and disseminate completed research results, present information orally, and defend conclusions.

Prepare and review/edit reports and papers on the results of research projects.

Natural Resources Program Supervisor Senior - Fish Research

Class Specification

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Perform laboratory functions.

Maintain and operate equipment, such as boats, motors, trailers, etc.

Work in adverse weather and environmental conditions.

Est.: 08/30/00

T.C.:

Rev.:

Former Title(s):

Ckd.:

—Manages budgetary resources to efficiently meet program needs by preparing, justifying, monitoring and evaluating budgets and developing statewide spending plans.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

— Fisheries biology and ecology sufficient to review the design of research and survey projects, identify information needs, formulate hypotheses to test, design research projects in non-traditional areas, and evaluate new fisheries methods.

— Statistical analysis, research and experimental design and modeling techniques sufficient to design, analyze, review, and provide expert opinion on original scientific research projects.

— Current literature on research activities relating to aquatic sciences.

— Computer proficiency, including knowledge of databases, spreadsheets, and statistical programs sufficient to efficiently analyze data.

— Procedures involved in planning, executing, evaluating and reporting controlled experimental research in the biological sciences.

— Human resource policies, procedures, and bargaining unit agreements sufficient to resolve personnel problems, create and fill positions, reward and discipline employees, and assign, schedule and direct work of subordinate staff.

— State and DNR budgeting practices and Federal Aid guidelines sufficient to prepare budget requests and monitor expenditure of funds.

Skill in:

— Oral and written communication sufficient to provide technical research information to scientific, educational, civic and conservation groups.

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Ability to:

— Communicate orally and in written form with diverse audiences, including both lay and peer groups, sufficient to document and disseminate completed research results, present information orally, and defend conclusions.

~~—Prepare and review/edit reports and papers on the results of research projects.~~

~~—Perform laboratory functions.~~

~~—Maintain and operate equipment, such as boats, motors, trailers, etc.~~

~~—Work in adverse weather and environmental conditions.~~

~~Est.: 7/00~~

~~Rev.:~~

~~T.C.:~~

~~Former Title(s):~~