

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Regional Terrestrial Supervisor

Class Code: 090593

Pay Grade: GK

A. Purpose:

Provides supervision, administrative oversight and technical support for regional wildlife, wildlife damage, and habitat management programs ensuring consistent and effective delivery and administration of management programs and associated management plans.

B. Distinguishing Feature:

Regional Terrestrial Supervisors provide supervision, oversight and technical support for wildlife and habitat management programs in an assigned geographical region of the state. Game, Fish, and Parks Program Specialists administer a program or several small programs on a statewide basis including interpreting state and federal regulations; developing long- and short-term goals and preliminary grant proposals; developing and interpreting applicable department regulations; approving grant applications, funding, and claims submitted by agencies or vendors; training and monitoring staff; preparing and administering budgets; and addressing issues relevant to the program.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Directs development and writes, implements and evaluates wildlife management plans and habitat management plans.
 - a. Assists with the development of wildlife management plans.
 - b. Directs the development of habitat management plans.
 - c. Directs and plays a lead role in the implementation of wildlife and habitat management plans within the regions.
 - d. Evaluates wildlife and habitat management plans to assess their effectiveness and provide recommendations for future revisions.
 - e. Assists wildlife, wildlife damage and habitat program administrators, and wildlife biologists to plan and develop schedules and assignments associated with writing and implementing management plans.
 - f. Provides scheduled progress reports to program administrators regarding accomplishments towards management plan goals, objective, strategies, and tasks.
 - g. Coordinates activities toward implementing goals, objectives, and strategies across various species and habitat management plans.
 - h. Coordinates with state and federal agencies and non-government agencies in the implementation of management plans in the region.
2. Manages wildlife, wildlife damage, and habitat personnel and programs within an assigned geographical region.
 - a. Coordinates, compiles, and develops regional recommendations regarding regulation development, program initiatives, policies, procedures, and other program administrative functions; and submits these to the regional supervisor and the wildlife, wildlife damage, and habitat program administrators.
 - b. Provides data and reviews Game, Fish, and Parks Commission action sheets for content and accuracy.

- c. Coordinates with staff to develop, review and evaluate recommended hunting, trapping, and land management regulations.
 - d. Develops and reviews regional wildlife, wildlife damage and management plans, progress reports, regulation proposals, harvest and management regulation proposals, and initiatives prior to forwarding to regional supervisor for approval.
 - e. Provides oversight of region-based research projects, wildlife surveys, wildlife and habitat management plans, prescribed fire plans, land acquisition proposals, land surveys, capital development projects, and other matters related to their specific program.
 - f. Develops regional budget recommendations and manages expenditures within approved limitations.
 - g. Oversees and completes the requisition of equipment and supply items used by regional management staff, including vehicles, tractors, all-terrain vehicles, boats, trailers, radios, telemetry equipment, and major supplies used within their respective program.
 - h. Coordinates with staff to develop regional and statewide hunter access, public outreach, conservation, or management initiatives.
 - i. Resolves complaints and calls from the public regarding agency lands, wildlife, wildlife damage, and habitat programs.
 - j. Coordinates, reviews, and provides comments and local input for environmental review projects.
 - k. Provides education to regional operational staff for the Department's private lands habitat programs and assuring maximum utilization and effective implementation.
3. Leads intra- and inter-agency communication, public outreach and involvement.
- a. Promotes and maintains effective communication with regional personnel and other department staff.
 - b. Assists regional supervisor and staff to develop schedules and agendas for regional meetings and training.
 - c. Coordinates with other regional terrestrial supervisors and program administrators to develop schedules and agendas for statewide meetings and training programs.
 - d. Assists respective program staff to develop annual budget recommendations and justifications for the regional wildlife, wildlife damage, animal damage control, and habitat management programs, and provide recommended budget information to the regional supervisor.
 - e. Discusses and coordinates with regional staff and across the state to purchase equipment and ensure consistency in delivery of program services.
 - f. Coordinates with human dimension specialist to design and evaluate public involvement strategies and processes.
 - g. Schedules and coordinates special joint efforts with other regions, universities, or other local, state, and federal agencies to complete agency research projects, and implement programs.
 - h. Assists staff to maintain and enhance effective communication with associated non-government conservation organizations.
 - i. Implements and coordinates various regional public involvement strategies to ensure the public is effectively engaged in the planning processes associated with the development of wildlife and habitat management plans.
 - j. Provides information and outreach to the public through personal appearances and presentations regarding program initiatives, services, regulations, and other matters related to, wildlife, wildlife damage, and habitat management.
4. Supervises subordinate staff to ensure completion of established goals and objectives.
- a. Interviews and selects staff

- b. Provides training and work direction.
- c. Addresses staff problems and recommends disciplinary actions,
- d. Approves leave and travel requests and time forms.
- e. Conducts performance appraisals and completes performance documents.
- f. Assesses and works to resolve citizen complaints against employees.

5. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Regional Supervisor. Supervises Game, Fish and Parks Program Specialists, Resource Biologists, Wildlife Damage Specialists, Program Assistant II, Equipment Technicians, Equipment Mechanics, Conservation Foremen, Conservation Technicians and clerical staff.

E. Challenges and Problems:

Challenges include developing effective wildlife and habitat management plans and programs, ensuring that regional recommendations are well researched and thoroughly discussed, managing budgetary impacts of plans developed, working with established budget, maintaining and supervising staff, and time management.

Problems include ensuring plans complement one another and does not conflict with meeting objectives set forth by the agency.

F. Decision-making Authority:

Decisions include the purchases of various budgeted equipment, oversees and approves large ticket purchases including vehicles, tractors, all-terrain vehicles, watercraft, and other specialized equipment used by program management staff; and allocating staff, equipment and other resources necessary to implement management plans.

Decisions referred include final hiring decisions, approval of purchases of items not specifically identified within budget documents and any decisions or initiatives with statewide ramifications to programs or other employees in other regions/agencies.

G. Contact with Others:

Daily contact with regional supervisors, statewide program administrators, regional wildlife and habitat managers, regional conservation officer supervisors, district conservation officer supervisors, big game, waterfowl, upland game, wildlife diversity biologists, and private lands habitat biologists. Weekly to monthly contact with federal fish, wildlife, and public land management agency staff as well as several non-government organizations.

H. Working Conditions:

The Regional Terrestrial Supervisor works in a typical office environment; and outdoors in a weather conditions with various species of wildlife, including potentially dangerous wildlife.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- public administration as it applies to habitat and wildlife conservation;
- ecological and socio-economic factors affecting habitat and wildlife;

- state and federal laws and regulations as they apply to habitat and wildlife;
- interaction among the public, resource management agencies, and terrestrial resources;
- principles and techniques of effective public relations and external communications;
- conservation law ;
- personnel management sufficient to supervise employees of various skill levels;
- fiscal management procedures and schedules.

Ability to:

- effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines, both long- and short-term;
- budget monetary, material, and equipment resources;
- develop standards of performance, evaluate employee performance, and give feedback to employees;
- develop procedures and determine the logical flow of work;
- respond appropriately to requests from the state legislature and the governor's staff;
- evaluate program effectiveness and initiate needed changes;
- communicate information.