

DRAFT

HCP PLANNER POSITION DESCRIPTION

I. SUMMARY OF DUTIES: Develops and coordinates approval of a Habitat Conservation Plan for the incidental take of endangered plants by game mammals in the Puuwaawa Forest Reserve and Puuanahulu Game Management Area on the island of Hawaii.

II. SCOPE OF POSITION:

A. Reports to: Principal Investigator

Day-to-day supervisor: Conservation Initiative Coordinator

B. Supervises: Planning assistant (1)

C. Signature Authorities: None.

D. Level of Interaction: Assembles and provides input on actions for avoidance, minimization, and mitigation to be included in the HCP. Develops approaches and solutions to problems involving a combination of complex features with minimal clearly defined policies or guidelines. Staff work is complete and technically accurate. Employee exercises latitude necessitating initiative and good judgment in technical reviews and in contact with State and Federal agencies, private organizations and individuals, and the general public. Supervisory review is for general adequacy in meeting program objectives and for compatibility with other work. Responsibilities require both biological expertise, planning, and an ability to conceptualize complex policy issues. Skill in exercising professional independent judgment and decision-making. Able to be innovative in carrying out work plans, and/or finding solutions to complete the HCP. Able to meet and deal with the general public, federal, state, and local officials. The work is usually performed in an office setting. Occasional field work requires physical exertion such as walking over wet, rough, uneven, or muddy surfaces; bending, crawling, stooping, stretching, reaching, and similar activities.

III. MAJOR DUTIES AND RESPONSIBILITIES:

15%* 1. Assembles information related to the take of endangered species resulting from the management of game animals in the Puu Waawa Forest Reserve and Puu Anahulu Game Management Area on the island of Hawaii.

40%* 2. Develops strategies for avoidance, minimization, and mitigation of take to be included in the HCP. Integrates practical and biological information to

ensure that all recommended strategies are feasible, cost-effective, and likely to achieve success.

40%* 3. Coordinates with agency partners and the Endangered Species Recovery Committee for review, comments, and assistance with the HCP. Coordinates process to obtain final approval of the HCP by the Board of Land and Natural Resources.

5% 4. Other duties as assigned.

IV. MINIMUM QUALIFICATIONS:

A. Education: Bachelor's degree from an accredited four (4) year college or university in biology, ecology, botany, conservation biology, environmental planning, or related program.

B. Experience: Three (3) years experience conducting plant or restoration ecology research or management, conservation research or management, or environmental planning.

C. Abilities, Knowledge, and Skills: Working knowledge of the principles of botany, ecology, restoration ecology, environmental planning, or conservation biology. Ability and skills in techniques for the restoration of plants. Ability to write HCPs, scientific reports or publications. Ability to coordinate information from a wide range of sources. Possess a valid Hawaii driver's license. Ability to operate a 4-wheel drive vehicle.

D. Physical and Mental Demand: Ability to conduct fieldwork in rugged terrain under difficult conditions (high elevation, cold, dust, high wind, poor footing).

V. DESIRABLE QUALIFICATIONS: Comprehensive knowledge of Federal and State environmental laws, regulations, and regulatory processes. Skill and experience in data presentation, scientific expository style writing, and public speaking. Well-developed ability to work effectively with people from different backgrounds and with different perspectives. Experience in the development of HCPs, including drafting and review of incidental take permits. Experience coordinating development of HCPs with government and non government agencies and organizations. Master's Degree from an accredited college or university in Biology, Botany, Ecology, Conservation Biology, or Environmental Planning.

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