

File No.:	1049918
Classification No.	011101
Job Code:	000
RCUH Pay Range:	21
FLSA:	Exempt
EEO Cat.:	2A – Professional (Administrative)
Effective Date:	May 25, 1999, revised January 18, 2001

CGAPS MANAGEMENT SUPPORT SPECIALIST

Pacific Cooperative Studies Unit

- I. SUMMARY OF DUTIES:** Regular, Full-Time, RCUH Non-Civil Service position with Coordinating Group on Alien Pest Species (CGAPS), located in Honolulu, HI. Continuation is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

The Management Support Specialist provides staff support to the chairperson, steering committee, and members of the Coordinating Group on Alien Pest Species (CGAPS), a multi-agency partnership to coordinate more effective protection of Hawaii's economy, environment, health and way of life from harmful, non-native pest organisms. The Management Support Specialist organizes meetings of the Group and carries out interagency coordination, technical writing and other support work as necessary to fulfill its objectives. One-half time will be spent coordinating fundraising and preparing grant proposals. This is a one-year position, subject to renewal based on performance and available funding.

II. SCOPE OF POSITION:

- A. Reports to:** CGAPS, Steering Committee Member, Dr. Fred Kraus
- B. Supervises:** No one at this time, but may supervise volunteers, interns and staff in the future.
- C. Budgetary Fiscal Responsibility:** None.
- D. Signature Authorities:** None.
- E. Level of Interaction:** This position works closely with the CGAPS Steering Committee, the Pacific Cooperative Studies Unit at University of Hawaii, representatives of the island Invasive Species committees (ICS's) and is in frequent contact with other agency and elected officials, technical experts and members of the public as CGAPS' representative.

III. MAJOR DUTIES & RESPONSIBILITIES (* Essential Job Functions—Major Duties & Responsibilities are listed in order of importance):

- 20%* 1. Serves as primary staff support for CGAPS projects where needed (i.e. where member agencies cannot carry out the work themselves), by acquiring and organizing needed information, distilling this into reports or plans of action, helping implement action plans, meeting with members and other partners to accomplish targeted jobs, and keeping appropriate records of these activities so that future staff or members can carry them forward.
- 45%* 2. Coordinates funding needs among the island invasive species committees (ISC's) of Hawaii, Maui, Oahu, and Kauai to develop comprehensive funding packages, prepares grant proposals and works with appropriate partners to submit proposals. Assists partners with tracking of matching funds. Prepares periodic grant reports using information and accomplishments provided by the ISC's to meet the reporting requirements of the granting organization.
- 15%* 3. Coordinates information and education activities of CGAPS and the ISC's with public information officers of member agencies, by coordinating information campaigns, media contacts and printing and promulgation of written materials. Tracks and serves as a clearinghouse of information on legislative issues of interest to CGAPS members. Assists in preparing proposals and administering contracts for reports and assessments.
- 5%* 4. Carries out independent information-gathering and networking with alien species colleagues statewide and beyond (as needed) to identify emerging issues and opportunities relevant to CGAPS' mission, and brings these to the attention of the Group.
- 10%* 5. Organizes CGAPS meetings, including reserving appropriate meeting facilities, preparing and distributing meeting materials, and recording and following up on meeting outcomes.
- 5% 6. Performs other duties as assigned.

IV. MINIMUM QUALIFICATIONS:

- A. Education:** Bachelor's degree in biological sciences or environment sciences or Bachelor's degree in an unrelated field plus minimum of 1-year experience in environment sciences.

- B. **Experience:** Experience with electronic communications, word-processing and spreadsheet software.
- C. **Abilities, Knowledge, and Skills:** Demonstrated ability to foster teamwork with a wide range of people. Proven ability to produce tangible results, manage several projects at once and work well under a deadline. Strong oral and written communication skills. Strong interest in the protection of Hawaii's natural resources and in innovative solutions to the problem of harmful non-native species invasion. Ability to work normal weekday business hours and occasional evenings and weekends, and to travel on short notice.
- D. **Physical and/or Medical Demands:** None.
- V. **DESIRABLE QUALIFICATIONS:** Familiarity with Hawaiian invasive species problems. Advanced degree in biological or environmental sciences.
- VI. **REVIEWED BY INCUMBENT OF POSITION:** This position description is a summary of job functions, responsibilities and qualifications. These designations of functions are subject to change as needs dictate.

Signature of Incumbent

Date

Print Name

JOB DESCRIPTION REVIEWED WITH THE INCUMBENT:

Signature of Supervisor or RCUH HR Representative

On: _____
Date

Note: This sheet is attached to the position description. This page will be maintained with your file copy of the official installation date of the position description.

PREPARED/RECOMMENDED AND SUBMITTED BY:

Principal Investigator

Date

CLASSIFICATION:

Exempt
RCUH Pay Range: 21

Factor	Slotting	Points
Know How	EII3	304
Accountability	D(3)S	115
Problem Solving	C2(22%)	67

APPROVED BY:

Director of Human Resources or Designee

Date

mk

Bulletin Board Posting: January 26, 2001
Career Giant: January 26, 2001

CGAPS MANAGEMENT SUPPORT SPECIALIST – ID#21040. Pacific Cooperative Studies Unit (PCSU), Regular, Full-Time, RCUH Non-Civil Service position, located in Honolulu, HI. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. **Minimum Monthly Salary:** \$2,425.00. **Duties:** The Management Support Specialist provides staff support to the chairperson and members of the Coordinating Group on Alien Pest Species (CGAPS), a multi-agency partnership to coordinate more effective protection of Hawaii's economy, environment, health and way of life from harmful, non-native pest organisms. The Project Manager organizes meetings of the Group and carries out interagency coordination, technical writing and other support work as necessary to fulfill its objectives. This is a one-year position, subject to renewal based on performance and available funding. **Minimum Qualifications:** Bachelor's degree in biological sciences or environment sciences or Bachelor's degree in an unrelated field plus minimum of 1 year experience in environment sciences. Experience with electronic communications, word-processing and spreadsheet software. Demonstrated ability to foster teamwork with a wide range of people. Proven ability to produce tangible results, manage several projects at once and work well under a deadline. Strong oral and written communication skills. Strong interest in the protection of Hawaii's natural resources and in innovative solutions to the problem of harmful non-native species invasion. Ability to work normal weekday business hours and occasional evenings and weekends, and to travel on short notice. **Desirable Qualifications:** Familiarity with Hawaiian invasive species problems. **Inquiries: Lynnette Kinoshita, 956-3932.** **Application Requirements:** Send cover letter (note ID#) with narrative on your qualifications for the position, resume with salary history, the names and phone numbers of three work related references, and copy(ies) of diploma(s) and/or certificate(s) used to qualify for position to the Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822. **Closing Date: February 9, 2001.** EEO/AA Employer.

HNA Ad Draft: January 28, 2001 and February 2, 2001

CGAPS MANAGEMENT SUPPORT SPECIALIST – ID#21040.

RCUH Non-Civil Service position w/ Pacific Cooperative Studies Unit located in Honolulu, HI. Continuation of employment dependent upon program/operational needs, satisfactory work performance & availability of funds. Provides staff suppt. to the chairperson & members of the Coordinating Group on Alien Pest Species, organizes meetings of the Group & carries out interagency coord., technical writing & other suppt. work. 1 yr. position, subject to renewal based on performance & avail. funding.

Requires: Bachelor's in biological sciences or environment sciences or Bachelor's in an unrelated field plus minimum of 1 yr. exper. in environment sciences. Exper. w/electronic comm., word-process. & spreadsheet software. **Inquiries: Lynnette Kinoshita, 956-3932. Closing: 02/09/01. Min. Sal: \$2,425./Mo.**