ISC NATURAL RESOURCES SUPPORT SPECIALIST
Pacific Cooperative Studies Unit

I. SUMMARY OF DUTIES: Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Department of Land and Natural Resources Natural Area Reserves (NARS), located in Makiki, Oahu. Approximate duration of appointment is one (1) year. Continuation is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Assists the Oahu Invasive Species Committee (OISC) in conducting field operations to implement the Koolau Habitat Protection and Enhancement Project and OISC’s action plan for eradication of incipient weeds from Oahu. Creates database, uploads GPS data, assists in data analysis, and final reports. Will participate in mechanical and chemical removal of invasive alien plant species in natural, urban, and suburban areas. Will adhere to project protocol for preventing spread of weed propagules. Must maintain project vehicles and equipment, adhere to herbicide application/safety guidelines, and assist supervisor in keeping records of treatment and control areas.

II. SCOPE OF POSITION:

A. Reports to: Principal Investigator
   OISC Coordinator

B. Supervises: Will not be responsible for supervising employees. Position may supervise volunteer service trips on weekends and holidays. Position may supervise interns.

C. Budgetary Fiscal Responsibility: None.

D. Signature Authorities: None.

E. Level of Interaction: Person to person contacts are supervisor, members of the OISC, community, and agency personnel. May serve as primary contact for volunteer service trips. Will maintain relations with landowners to preserve existing permissions for control operations.
III. MAJOR DUTIES & RESPONSIBILITIES (List 6-8 duties in order of importance, not by % values. Place an (*) to identify the Essential Job Functions) **BOLD all “primary duties”:**

70%* 1. Work in the field, as directed, to eradicate or control invasive alien plant species, as identified by the OISC Coordinator and committee. Control of target alien plant species, by various methods, to take place in remote areas, which may require camping for one (1) to four (4) nights in inclement weather. Specialized technical tasks will require responsible and independent implementation. Must assure safety, quality control, and prevent species dispersal.

25%* 2. Creates database, uploads GPS data, assists in data analysis, and final reports. Assists in planning and documenting work potentially involving, but not limited to:

   a. Scheduling, planning, logistics, and documentation of day-to-day field work.
   b. Recording and analyzing data using conventional means of Global Positioning Systems, and computer aided programs

5% 3. Performs other duties as assigned.

IV. MINIMUM QUALIFICATIONS:

A. **Education:** Bachelor’s degree from an accredited four (4) year college or university.

B. **Experience:** Zero to one (0-1) years of experience dealing with biological resources in Hawaii. Experience needs to be documented well and acquired under the employment of an academic institution, governmental agency, private company, non-profit organization in the appropriate field and can include internships and accredited volunteer work.

C. **Abilities, Knowledge, and Skills:** Able to make sound planning and logistical decisions. Strong working Knowledge of and/or expertise in field work techniques and data collection/management. Able to use PC and having strong working knowledge or can learn to use database (MS Access). Able to write reports. General knowledge of Hawaiian biota and threats from alien species. Ability to identify native Hawaiian plants and alien weed plant species. Ability to read maps and aerial photographs. Ability to work irregular hours under difficult conditions. Ability to camp out for one (1) to four (4) nights per week in carrying out weed control duties. Ability to work with small mechanized equipment in a safe manner. Knowledge of herbicide use and weed control techniques. Ability to use


altimeter, compass and maps. Must have valid Driver's License and have ability to operate a 4-wheel drive vehicle.

D. **Physical and/or Medical Demands:** Ability to lift and carry 50 pounds. Must be able to backpack 10 miles over steep and uneven terrain.

V. **Desirable Qualifications:** Knowledge of threats to native Hawaiian ecosystems from incipient alien plant and animal invasions in Hawaii. Field experience in an active resource management program to protect ecosystems in Hawaii or elsewhere. Experience with control of alien species in Hawaii or elsewhere. Knowledge of GPS systems and Arcview (GIS) software. Helicopter training First Aid. Bachelor’s degree in biological sciences or related field (Botany, Environmental Sciences, Planning).

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:**

_____________________________________    On:  ________________
Signature of Supervisor     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:

________________________________________ ____________________
David Duffy, Ph.D., Principal Investigator       Date

CLASSIFICATION:
Exempt
RCUH Pay Range: PR-17

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APPROVED BY:

____________________________________  __________________
Director of Human Resources or Designee  Date

tr(6/27/00)
ma(7/25/01)
ISC NATURAL RESOURCES SUPPORT SPECIALIST – ID# 23374. Pacific Cooperative Studies Unit (PCSU). Regular, Full-Time, RCUH Non-Civil Service position, located in Makiki, Oahu. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. **Minimum Monthly Salary:** $2,105.00 **Duties:** Assists the Oahu Invasive Species Committee (OISC) in conducting field operations to implement the Koolau Habitat Protection and Enhancement Project and OISC’s action plan for eradication of incipient weeds from Oahu. Creates database, uploads GPS data, assists in data analysis, and final reports. Will participate in mechanical and chemical removal of invasive alien plant species in natural, urban, and suburban areas. Will adhere to project protocol for preventing spread of weed propagules. Must maintain project vehicles and equipment, adhere to herbicide application/safety guidelines, and assist supervisor in keeping records of treatment and control areas. **Minimum Qualifications:** Bachelor’s degree from an accredited four (4) year college or university. Zero to one (0-1) years of experience dealing with biological resources in Hawaii. Experience needs to be documented well and acquired under the employment of an academic institution, governmental agency, private company, non-profit organization in the appropriate field and can include internships and accredited volunteer work. Able to make sound planning and logistical decisions. Strong working Knowledge of and/or expertise in field work techniques and data collection/management. Able to use PC and having strong working knowledge or can learn to use database (MS Access). Able to write reports. General knowledge of Hawaiian biota and threats from alien species. Ability to identify native Hawaiian plants and alien weed plant species. Ability to read maps and aerial photographs. Ability to work irregular hours under difficult conditions. Ability to camp out for one (1) to four (4) nights per week in carrying out weed control duties. Ability to work with small mechanized equipment in a safe manner. Knowledge of herbicide use and weed control techniques. Ability to use altimeter, compass and maps. Must have valid Driver’s License and have ability to operate a 4-wheel drive vehicle. Ability to lift and carry 50 pounds. Must be able to backpack 10 miles over steep and uneven terrain. **Desirable Qualifications:** Knowledge of threats to native Hawaiian ecosystems from incipient alien plant and animal invasions in Hawaii. Field experience in an active resource management program to protect ecosystems in Hawaii or elsewhere. Experience with control of alien species in Hawaii or elsewhere. Knowledge of GPS systems and Arcview (GIS) software. Helicopter training First Aid. Bachelor’s degree in biological sciences or related field (Botany, Environmental Sciences, Planning). **Inquiries:** Lynnette Kinoshita, 956-3932 (Oahu). **Application Requirements:** See www.rcuh.com and click on “Employment” for additional information regarding employment. You must apply through our on-line web application process by navigating to Current Job Vacancies unless you do not have access to the Internet. Other applicants may apply by submitting resumes, cover letter with ID#, referral source and narrative of your qualifications for position; salary history, names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position via: a) fax: (808) 956-5022 or b)
mail: Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822. **Closing Date: August 21, 2003.** EEO/AA Employer.