KISC NATURAL RESOURCES DATA TECHNICIAN
Pacific Cooperative Studies Unit
Kauai Invasive Species Committee

I. SUMMARY OF DUTIES: Regular, Full-Time, Limited Term (approximately one year in duration), RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Kauai Invasive Species Committee, based in Puhi, Kauai with island-wide fieldwork. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Conducts field operations to implement Kauai Invasive Species Committee’s (KISC) strategic plan for eradication of incipient pests from Kauai. Designs, inputs, and maintains database, conducts data analysis, and produces final reports. Downloads Global Positioning System (GPS) data. Responsible for all Global Information System (ArcGIS) mapping and analysis. Provides GIS for all aerial surveys and takes the lead as aerial survey navigator. Undertakes mechanical and chemical removal of invasive alien species in natural, urban, and suburban areas. Adheres to project protocol for preventing spread of weed propagules. Adheres to herbicide application/safety guidelines, and keeps records of treatment and control areas. Assures favorable public relations and conducts community education. Supports Project Coordinator with administrative tasks.

II. SCOPE OF POSITION:

A. Reports to: Principal Investigator (Dr. David Duffy)
   KISC Project Coordinator (Keren Gundersen)

B. Supervises: None

C. Budgetary and/or Fiscal Responsibilities: None.

D. Signature Authorities: None.

E. Level of Interaction: Person-to-person contacts include: supervisor, members of KISC, community, and agency personnel. Interaction will also take place between incumbent and other ISC data managers, as well as data specialists with partner agencies. Able to make sound planning and
logistical decisions. Ability to work irregular hours under difficult conditions.

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”:**

85% ⬜️ 1. Creates and maintains database (MS Access) and GIS program (ArcGIS), downloads GPS data, conducts data analysis, and produces final reports. Plans and documents work potentially involving, but not limited to:

   a. Scheduling, planning, logistics, and documentation of day-to-day fieldwork.
   b. Planning of GPS-lead helicopter surveys, downloading of data and data survey analysis.
   c. Recording and analyzing data using conventional means and computer aided programs.
   d. Generating, compiling and analyzing data for reporting purposes.

5% ⬜️ 2. Work in the field, as directed, to eradicate or control invasive alien plant species and animal, as identified by the KISC Coordinator and committee. Control of priority alien plant and animal species, by various methods, and systematic recording of removal and confirmed sightings will be required. Specialized technical tasks will require responsible and independent implementation. Must assure safety, quality control, and prevent species dispersal. Conducts training and works as liaison with the horticultural community to promote KISC objectives.

5% ⬜️ 3. Performs outreach at schools, community groups, fairs etc. gives presentations and does public speaking events.

5% ⬜️ 4. Performs other duties as assigned.

IV. MINIMUM QUALIFICATIONS:

A. **Education:** Bachelor’s Degree from an accredited four (4) year college or university in Biological Sciences, GIS or related field.

B. **Experience:** One to three (1-3) years of experience dealing with biological resources. One to three (1-3) years of experience in Database and GIS management. Experience needs to be documented 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. **Knowledge:** Knowledge of and/or expertise in fieldwork techniques and data collection/management.
D. **Abilities and Skills:** Able to use PC and have working knowledge of MS Access Database, ArcGIS mapping program (ArcGIS 9.0) and other Microsoft Office programs. Able to write reports. Ability to read maps and aerial photographs. Ability to work with small, mechanized equipment in a safe manner. Willingness to acquire pesticide applicator license for effective use of pesticides for invasive species control. Ability to obtain Basic Aviation Certification within 6 months of start date. Ability to use GPS, altimeter, compass and maps. Must possess valid Driver’s License and ability to operate 4-wheel drive vehicle with manual transmission. Ability to obtain CPR and First Aid Certification.

E. **Physical and/or Medical Demands:** Ability to lift and carry 40 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. Basic Aviation Certification and/or helicopter survey experience. Ability to identify native Hawaiian plants and alien weed plant species. Awareness of Hawaiian culture and biota and threats from alien species. Experience with control of alien species.

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

CLASSIFICATION:

Non-Exempt
RCUH Pay Range: PR-17

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APPROVED BY:

Director of Human Resources or Designee

tr(6/27/00)
ma(7/25/01)
Revised 06/12/03, 08/31/04
KO (revised 12/27/04)
KISC NATURAL RESOURCES DATA TECHNICIAN – ID#. Pacific Cooperative Studies Unit (PCSU), Kauai Invasive Species Committee. Regular, Full-Time, Limited Term (approximately one year in duration), RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Kauai Invasive Species Committee, based in Puhi, Kauai with island-wide fieldwork. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Minimum Monthly Salary: $2,105.00. Duties: Conducts field operations to implement Kauai Invasive Species Committee’s (KISC) strategic plan for eradication of incipient pests from Kauai. Designs, inputs, and maintains database, conducts data analysis, and produces final reports. Downloads Global Positioning System (GPS) data. Responsible for all Global Information System (ArcGIS) mapping and analysis. Provides GIS for all aerial surveys and takes the lead as aerial survey navigator. Undertakes mechanical and chemical removal of invasive alien species in natural, urban, and suburban areas. Adheres to project protocol for preventing spread of weed propagules. Adheres to herbicide application/safety guidelines, and keeps records of treatment and control areas. Assures favorable public relations and conducts community education. Supports Project Coordinator with administrative tasks. Minimum Qualifications: Education: Bachelor’s Degree from an accredited four (4) year college or university in Biological Sciences, GIS or related field. Experience: One to three (1-3) years of experience dealing with biological resources. One to three (1-3) years of experience in Database and GIS management. Experience needs to be documented 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. Abil/Know/Skills: Knowledge of and/or expertise in fieldwork techniques and data collection/management. Able to use PC and have working knowledge of MS Access Database, ArcGIS mapping program (ArcGIS 9.0) and other Microsoft Office programs. Able to write reports. Ability to read maps and aerial photographs. Ability to work with small, mechanized equipment in a safe manner. Willingness to acquire pesticide applicator license for effective use of pesticides for invasive species control. Ability to obtain Basic Aviation Certification within 6 months of start date. Ability to use GPS, altimeter, compass and maps. Must possess valid Driver’s License and ability to operate 4-wheel drive vehicle with manual transmission. Ability to obtain CPR and First Aid Certification. Physical and/or Medical Demands: Ability to lift and carry 40 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. Basic Aviation Certification and/or helicopter survey experience. Ability to identify native Hawaiian plants and alien weed plant species. Awareness of Hawaiian culture and biota and threats from alien species. Experience with control of alien species. Inquiries: Keren Gundersen, 246-0684 (Kauai). Application Requirements: The preferred method of applying for this job is through our on-line application process. Please go to www.rcuh.com, click on “Employment” and navigate to “Job Announcements/Apply for a Job.” However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including ID#, referral source, narrative of your qualifications for position and salary
history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to confirm your credentials by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. **Closing Date:** EEO/AA Employer.
KISC NATURAL RESOURCES DATA TECHNICIAN – ID#

Regular, Full-Time, Limited Term (approx. 1 yr.) position w/ Kauai Invasive Species Committee, based in Puhi, Kauai w/ island-wide fieldwork. **Duties:** Conducts field operations to eradicate incipient pests from Kauai. Designs, inputs, & maintains database, conducts data analysis, & produces final reports. Responsible for all Global Information System mapping & analysis. Undertakes mechanical & chemical removal of invasive alien species. **Requires:** Bachelor’s Degree in Biological Sciences, GIS or rel. field. 1-3 yrs. exper. dealing w/ biological resources. 1-3 yrs. exper. in Database & GIS mgmt. Experience can include internships & accredited volunteer work. Knowl. of &/or expertise in fieldwork techniques & data collection/mgmt. Able to use PC & have working knowl. of MS Access Database, ArcGIS mapping program & other MS Office programs. Able to write reports, & read maps & aerial photographs. Able to work w/ small, mechanized equip. Able to obtain Basic Aviation Certification w/in 6 mths. Able to use GPS, altimeter, compass & maps. Valid Driver’s License & able to operate 4-wheel drive vehicle w/ manual transmission. Lift & carry 40 lbs. Able to backpack 10 miles over steep & uneven terrain. **Inquiries:** Keren Gundersen, 246-0684 (Kauai). **Closing:** Min Sal.: $2,105/mo.