INVASIVE SPECIES PROGRAM ASSOCIATE (BIISC)

Pacific Cooperative Studies Unit  
Big Island Invasive Species Committee

I. SUMMARY OF DUTIES:  Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Big Island Invasive Species Committee (BIISC) in Hilo, Hawaii.  Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Collects data in the field on the identity and distribution of invasive plants and animals.  Removes or control species in the field.  Maps distribution of incipient invasive species, emphasizing newly established plants and animals.  Collects information on the effectiveness of control efforts on established species.  Analyzes and stores data into standardized database.  Prepares maps, reports and publications summarizing distribution and control effects.  Educates landowners about invasive species problems to solicit distribution information, and obtain permission to control species on private lands.

II. SCOPE OF POSITION:

A. Reports to:  Principal Investigator (Dr. David Duffy)
   BIISC Manager (Julie Leialoha)
   BIISC Survey & Control Supervisor
   BIISC Field Supervisor

B. Supervises:  None.

C. Budgetary and/or Fiscal Responsibilities:  None.

D. Signature Authorities:  None.

E. Level of Interaction:  Interacts with coworkers within the BIISC staff, personnel of other cooperating agencies, and with private landowners (to obtain information on invasive species and permission for mapping and/or removal, etc.)  Requires high attention to detail and a high degree of independence, with extensive periods of time working in the field.  Requires an ability to deal effectively with private landowners about invasive species problems.
III. MAJOR DUTIES & RESPONSIBILITIES (List 6-8 duties in order of importance, not by % values. Place an X to identify the Essential Job Functions) **BOLD all “primary duties”:**

60%  X1. Maps distribution of incipient invasive species, emphasizing newly established plants and animals throughout the island of Hawaii especially incipient weed species. Obtains distribution information using Global Positioning System (GPS), and coordinates with BIISC personnel to enter data into BIISC standardized database. Records location and control data. Monitors effectiveness of control work on established invasive species.

25%  X2. Identifies unknown species using taxonomic keys and computerized databases. Follows up data collection and entry efforts with computer searches, literature reviews, computer data entry, basic statistical analysis. Prepares maps and reports summarizing species distribution and control effects. Works with BIISC staff or other collaborators on research aspects of incipient species control, e.g. helping test pesticides or control methods.

10%  X3. Removes or controls species as needed.

5%  X4. Educates landowners about invasive species problem to solicit distribution information and obtain permission to control species on private lands.

5%  X5. Performs other duties as assigned.

IV. MINIMUM QUALIFICATIONS:

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

B. **Experience:** Up to one (1) year of experience in vegetation surveys and mapping.

C. **Knowledge:** Working knowledge of the principles of invasive species. Working knowledge of word-processing and database. Knowledge of methods for gathering technical (background) information on plants and animals.

D. **Abilities and Skills:** Ability to provide outreach and education about invasive species. Ability to make reliable and consistent field identification of common invasive species. Ability to use GPS system. Must possess a valid driver’s license.

E. **Physical and/or Medical Demands:** Ability to hike in remote areas and rugged terrain under inclement weather conditions.
V. **DESIRABLE QUALIFICATIONS:** Experience with the accurate identification of a wide variety of plants, insects, and other organisms through whatever methodology, from instant recognition and use of available keys to consultation with highly specialized experts. Six (6) months to one (1) year of experience controlling invasive species. Knowledge of data analysis techniques and basic statistics. Knowledge of GIS (ArchView).

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 Employee                                                      Date

__________________________________________________________________________
Print Name

**JOB DESCRIPTION REVIEWED WITH THE INCUMBENT:**

__________________________________________________________________________  ____________
Signature of Supervisor or RCUH HR Representative   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:

Non-Exempt
RCUH Pay Range: PR-N17

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APPROVED BY:

Director of Human Resources or Designee Date

KO (12/22/04)
INVASIVE SPECIES PROGRAM ASSOCIATE (BIISC) – ID# 27519. Pacific Cooperative Studies Unit. (2) Regular, Full-Time, RCUH Non-Civil Service positions with the Pacific Cooperative Studies Unit, Big Island Invasive Species Committee in Hilo, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. **Minimum Monthly Salary Range:** $2,105.00-$2,600.00. **Duties:** Collects data in the field on the identity and distribution of invasive plants and animals. Removes or control species in the field. Maps distribution of incipient invasive species, emphasizing newly established plants and animals. Collects information on the effectiveness of control efforts on established species. Analyzes and stores data into standardized database. Prepares maps, reports and publications summarizing distribution and control effects. Educates landowners about invasive species problems to solicit distribution information, and obtain permission to control species on private lands. **Minimum Qualifications:** **Education:** Bachelor’s Degree from an accredited four (4) year college or university. **Experience:** Up to one (1) year of experience in vegetation surveys and mapping. **Abil/Know/Skills:** Working knowledge of the principles of invasive species. Working knowledge of word-processing and database. Knowledge of methods for gathering technical (background) information on plants and animals. Ability to provide outreach and education about invasive species. Ability to make reliable and consistent field identification of common invasive species. Ability to use GPS system. Must possess a valid driver’s license. **Physical/Medical Requirements:** Ability to hike in remote areas and rugged terrain under inclement weather conditions. **Desirable Qualifications:** Experience with the accurate identification of a wide variety of plants, insects, and other organisms through whatever methodology, from instant recognition and use of available keys to consultation with highly specialized experts. Six (6) months to one (1) year of experience controlling invasive species. Knowledge of data analysis techniques and basic statistics. **Inquiries:** Julie Leialoha 933-3340 (Hawaii). **Application Instructions:** The preferred method of applying for a 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 by the closing date. **Closing Date:** October 1, 2007. EEO/AA Employer.
INVASIVE SPECIES PROGRAM ASSOCIATE (BIISC) – ID# 27519

(2) Regular, F/T positions w/ the Pacific Cooperative Studies Unit, Big Island Invasive Species Committee in Hilo. **Duties:** Collects data in field on identity & distribution of invasive plants & animals. Removes or control species in field. Maps distribution of incipient invasive species. Collects info on control efforts of established species. Analyzes & stores data. Prepares maps, reports & publications summarizing distribution & control effects. Educates landowners about invasive species problems to solicit distribution info. & obtain permission to control species on private lands. **Requires:** Bachelor’s Degree. Up to 1 yr exper in vegetation surveys & mapping. Knowl of principles of invasive species. Knowl of word-processing & database. Knowl of methods for gathering technical info on plants & animals. Able to provide outreach & education about invasive species. Able to make reliable & consistent field identification of common invasive Species. Able to use GPS. Valid driver’s license. Able to hike in remote areas & rugged terrain under inclement weather conditions. **Inquiries:** Julie Leialoha 933-3340 (Hawaii). **Closing Date:** 10/01/07. **Min Sal Range:** $2,105-$2,600/Mo.