Job Description

Job Title: Environmental Review Specialist
Job ID: 28538
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Coordinates and oversees the preparation of NEPA documents related to natural resource management actions on Army lands and the biological resources sections of Environmental Assessments (EA) and Environmental Impact Statements (EIS) dealing with proposed military projects. Reviews records of environmental compliance for consistency with biological opinions requirements and listed species maps. Reviews and tracks Integrated Natural Resource Management Plan (INRMP) actions. Species covered in these documents occur at Schofield Barracks Military Reservation, Makua Military Reservation, Tripler Army Medical Center, Kahuku Training Area, Kawailoa Training Area, Pohakuloa Training Area, and Dillingham Military Reservation. Assists in INRMP revisions and collaborates with Army Biologists to help monitor the budget and expenses associated with the INRMP and develop projected costs for budgeting of future actions consistent with statewide. Develops budget for annual contracted INRMP items. Utilizes knowledge of Hawaiian ecology and biological systems to guide review and development of documents. Prepares an annual report regarding achievement of goals set forth in the INRMP. Coordinates annual meetings between the Army, State and USFWS to review INRMP progress and develop next year's goals.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Biological or Environmental Science with basic/related Biology courses. EXPERIENCE: Two to three (2-3) years of experience in environmental planning, with specific experience in the National Environmental Policy Act and Section 7 of the Endangered Species Act. ABIL/KNOW/SKILLS: Ability to facilitate and plan meetings. Ability to organize data and information and use them effectively in producing a written product. Ability to estimate costs associated with natural resource projects. Proficient in Microsoft Word and Excel. Must possess a valid driver's license. Knowledge of native Hawaiian natural resources and conservation techniques. Must have knowledge of Hawaiian ecosystems relative to the Endangered Species Act and understand its relevance to the Army training mission at Army Training Areas.

SECONDARY QUALIFICATIONS: Knowledge of programs managing rare and endangered species and ecosystems on Army lands in Hawaii. Familiarity with federally listed plants and animals from Army Training Areas and the training lands themselves. Familiarity with Geographical Information Systems. Familiarity with MS Access database use. Knowledge of pertinent laws and regulations, and licensing and permitting requirements related to program management.
INQUIRIES: Joby Rohrer 655-9182 (Oahu).

APPLICATION REQUIREMENTS: 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 Recruitment 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 qualify for position 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. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 11/10/2008