

Kaho‘olawe Island Reserve Commission

Ocean Resources Management Program

Ocean Resource Specialist II

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Number: 113036

Department: Land and Natural Resources

Division: ADMIN

Branch: Kaho‘olawe Island Reserve Commission

Geographic Location: Maui, Hawai‘i

II. INTRODUCTION

The Kaho‘olawe Island Reserve Commission (KIRC) was established by Chapter 6K, Hawaii Revised Statutes (HRS) and placed within the Department of Land and Natural Resources for administrative purposes. The KIRC is responsible for the management of the Kaho‘olawe Island Reserve (Reserve), which includes the island of Kaho‘olawe and the marine waters two miles seaward from shore.

This position assists the KIRC in managing the Reserve’s marine resources through monitoring, research, and enforcement. This position will be based at the KIRC Office on Maui but will involve extensive fieldwork on Kaho‘olawe requiring extended overnight stays on a regular basis. This position is a temporary exempt appointment subject to extensions based on authorization by the KIRC.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Ocean Resources Monitoring and Management

45%

1. Coordinates resources monitoring field operations including, but not limited to land, air, and in-water; coordinates and conducts SCUBA operations. [1][2][3]
2. Assists in carrying out systematic marine resource surveys and inventories; participates in research and management studies to determine existing populations, diversity, spillover, and health of marine species within the Reserve. [1][2][3]
3. Assists in identifying, developing, and implementing sound scientific and traditional Hawaiian monitoring methods and protocols. [1][2][3]
4. Supervises interns and volunteers on Ocean Resource Management program missions. [2]
5. Serves as boat crew on Ocean Resource Management Program ocean missions. [2][3]
6. Participates in occasional Federal and other State agency land, sea, and air operations in the Reserve. [2]

- B. Data Analysis and Research 45%
1. Inputs field data into an electronic database or geographical information system (GIS). [1][2]
 2. Assists in analyzing data and assesses the condition of marine resources in the Reserve; maps marine resources, and documents traditional knowledge of marine resources. [1][2][3]
 3. Assists in preparing project reports/papers for publication in conservation and professional journals. Assists in preparing reports for Commission review. [2]
 4. Develops future management projects as required based on condition of ocean resources. [1][2][3]
 5. Identify potential funding sources from local, State, Federal, and other entities and assist in preparing application documentation. [2]
- C. Other Duties 10%
1. Serves as boat crew and field escort as assigned. [2]
 2. Procures and maintains equipment and materials, as needed. [2]
 3. Performs other duties as assigned

Evidence Used in Determining Essential Functions:

The following evidence was considered in determining the essential functions of the position: (a) the amount of time spent performing the function; (b) the consequence of not requiring a person to perform the function; (c) the work experience of people who have performed a function in the past and work experience of people who currently perform similar functions; and (d) the nature of the function based on the organizational structure.

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] There are limited employees among whom the performance of this function can be distributed.
- [3] This function is highly specialized. Employees are hired for the skill/ability to perform this function.

IV. CONTROLS EXERCISED OVER THE WORK

A. Nature of Supervisory Control Exercised Over the Work:

This position is supervised by the Ocean Resources Specialist III position number 103111. Instructions are given for routine and new assignments. Seeks the guidance of supervisor for problems not encountered in the past and supervisor reviews completed work for technical adequacy, completeness, and thoroughness.

B. Nature of Available Guidelines Controlling the Work:

Ola I Ke Kai O Kanaloa, the Kaho'olawe Ocean Management Plan, provides the

foundation for marine management efforts. It also provides the framework, strategies, and identifies the support needed for its success.

V. RECOMMENDED QUALIFICATIONS

A. Knowledge of:

Awareness of, or willingness to learn Hawaiian history, language, and cultural traditions.

Familiar with basic Hawaiian marine resource management concepts and goals; marine resources management principles and practices based on a background of professional training and experience; regulations, policies and procedures, and sources of technical information in marine resources management; other government and private agencies involved in related marine resources management activities; State laws, rules, procedures, and requirements for procuring and contracting needs.

B. Skills and Abilities:

Scientific and statistical analysis; strong written and oral communication skills; possess University of Hawaii Scientific Diver medical certification or equivalent; strong swimmer in rough ocean conditions; able to execute day and night boat operations in rough seas; familiar with the use of a compass, altimeter, and Global Positioning System (GPS) unit; computer programs including MSWord, Excel, and GPS plotting software.

Follow oral and written instructions; be self-motivated; read, analyze, and interpret scientific journals and technical reports; prepare detailed complex scientific materials and reports; work constructively with diverse members of the public and community organizations; travel on short notice; work/travel by helicopter, airplane, boat, and four wheel drive vehicle; use and/or work in the vicinity of hazardous substances, including petroleum products, herbicides, and pesticides; work in the vicinity of unexploded ordnance; work in extreme field conditions, including rough seas, remote areas, and rugged terrain; operate a four wheel drive vehicle, power boat, zodiac, and vehicle towing trailer for power boats; operate radio communications and navigation equipment; conduct SCUBA missions; acquire and maintain certifications for University of Hawaii Scientific Diver medical examination, DAN O2, U.S. DOT First Responder Certifications, as required to perform functions of the position.

C. Physical Requirements:

Good physical health, endurance and ability to swim are required. Capable of backpacking five (5) miles or hiking ten (10) miles, camping, and working irregular hours under difficult conditions. Must be able to work alone and independently. Good hearing and eyesight is necessary for fieldwork.

D. Required Education:

An undergraduate degree in Marine Biology, Marine Science, Oceanography, Marine Ecology, Natural Resource Management, or related discipline.

E. Required Experience:

Three (3) years of field experience in planning and coordinating marine resources management projects; monitoring and evaluating marine resources restoration and management projects.

Allowable Substitutions: A Master's degree in relevant discipline may be substituted for two (2) years of professional experience.
 A Ph.D. in relevant discipline may be substituted for three (3) years of professional experience.

VI. REQUIRED LICENSES, CERTIFICATES, ETC.

Possession of a valid Driver's License; SCUBA Certification

VI. SALARY

\$35,000 to \$45,000 annually, commensurate with experience.