

**CLASSIFICATION:** BIOLOGICAL TECHNICIAN

**Class Code:** 1075-17

**Date Established:** 01-06-95

**Occupational Code:** 9-4-2

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To organize, develop and maintain management research data for assigned programs in support of objectives for management research.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Develops, maintains, coordinates, analyzes and supervises various reporting systems used to determine current status of various biological data and recommends alternatives to current management plans and procedures.
- Develops, maintains and oversees various fish and wildlife database systems for informational use of the department, other state and federal agencies and the general public.
- Conducts field research activities, including taking surveys and participating in fish or wildlife trappings to collect various biological information needed for management plans.
- Coordinates staff schedules in the operation and maintenance of several fish ladders in New Hampshire used for fish passage during migration periods.
- Responds to public, private and governmental agencies' requests for technical presentations in various areas of wildlife and fisheries science.
- Prepares and submits program reports and management plan segments, including recommendations for problem resolutions or for proposed projects.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

**Knowledge:** Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

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**Physical Demands:** Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

**Communication:** Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

### MINIMUM QUALIFICATIONS:

**Education:** Associate's degree or its equivalent from a recognized college or technical institute with major study in one of the biological, environmental or physical sciences. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience as an aide in the biological, environmental or physical sciences fields under the supervision of a professional.

**License/Certification:** Possession of a valid Class C Commercial driver's license and/or have access to transportation for statewide travel, if required.

**RECOMMENDED WORK TRAITS:** Knowledge of Fish and Wildlife common to the woods and streams of the state. Ability to operate and repair equipment such as snow machines, boats and other types of equipment used in Fish and Game operations. Ability to follow instructions. Ability to supervise subordinates assigned to the field of specialization. Ability to perform field work while exposed to a variety of climatic conditions. Ability to compile and analyze data, prepare tables and write reports of a somewhat technical nature. Ability to prepare and present talks on fish and wildlife activities, on lake restoration and protection procedures and on lake and stream ecology. Ability to establish and maintain harmonious working relationships with other employees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.