

Washington State Department of Personnel  
Class Specification

**CONSERVATION PLANNER 3**

542P

Abolished 11/14/2011

**Definition:**

In the Department of Wildlife, serves as principal planner in formulating and writing the Washington Wildlife Resources Management Plan or is responsible for the coordination of budget and operational long-range planning and for Federal aid project management.

**Typical Work:**

Serves as the deputy chief of the Department of Wildlife's Planning Section; fills in for section chief in his/her absence; or, serves as head of operational planning section;

Supervises and coordinates work of professional staff in carrying out the programs and responsibilities of the section;

Serves as the lead or principal planner in the formulation and writing of the Washington Wildlife Resources Management Plan or other long- and short-range planning documents; assures its conformance with policies, procedures and standards;

Develops policies, procedures and standards of adequacy for preparing and updating Department's strategic plan; determines data needs and data collection methods for the planning program;

Coordinates administration of contracts pertaining to collection of data for agency planning;

Conducts technical liaison with planning staffs in Federal, State and local agencies and with organized citizen groups;

Works with legislative and budget staffs on planning related matters affecting the Department;

Performs other duties as required.

**Knowledge and Abilities:**

Knowledge of: planning principles and techniques, including current and long-range trends; Department policies and programs; new research methods and concepts relating to wildlife resource management; development and application of budgets; preparation and administration of contract services; environmental, social and other problems and/or programs which could impact future wildlife resources management, services and/or participation.

Ability to: supervise and coordinate the work of others; interpret and apply agency policy; develop long-range work plans; think conceptually, observe and interpret trends; analyze data, identify key relationships and draw logical conclusions; make sound decisions; establish and maintain effective working relationships with others; communicate effectively in writing; speak in public and address large groups.

**Legal Requirement(s):**

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Desirable Qualifications:**

A Bachelor's degree with major study in wildlife management, fisheries management, forestry, planning, business administration, public administration or closely allied field and four years' experience in natural resources management, planning, program development, budget, or management analysis.

Work towards a Master's degree in the fields listed above will substitute, year for year, for experience.

Additional qualifying experience will substitute, year for year, for the required education.

**Class Specification History:**

New class Effective February 13, 1980

Revised January 15, 1982 Revises definition and general revision

Revised February 11, 1983 Revises minimum qualifications

Revised May 13, 1983 Revises minimum qualifications

Revised March 11, 1988 Revises minimum qualifications

Revised new class code: (formerly 67330) effective July 1, 2007

