

Washington State Department of Personnel  
Class Specification

**CONSERVATION PLANNER 4**

542Q

Abolished 11/14/2011

**Definition:**

Plans and supervises the wildlife resource planning program staff or the operational budget development planning program staff involved with the biennial and capital budgets for the Department of Wildlife; OR, serves as the principal staff to the Commission responsible for assisting in the development and management of resource planning.

**Typical Work:**

As chief of the Department of Wildlife's Planning Section, provides advice and assistance to the Director, Assistant Directors, and Division and Regional Administrators in all matters pertaining to planning and program development;

Supervises and coordinates the work of professional planners, technical and clerical personnel in carrying out all planning and program development responsibilities in the agency, including overall design, development, and formulation of a comprehensive Washington Wildlife Resources Management Plan;

Assists Assistant Director with legislative liaison activities related to presentation and explanation of the Washington Wildlife Resources management Plan and short-range operational and capital facilities plans and program budgets;

Supervises and conducts technical liaison with principle planning and programming personnel in other State and Federal agencies; represents agency on various inter-agency working groups and planning bodies;

As staff for the Wildlife Commission, provides planning and coordination expertise for the Commission to carry out Statutory responsibility and authority;

Provides guidance and expertise necessary for Commission to determine, develop and maintain the agency's basic policies, goals, objectives and priorities.

Performs other duties as required.

**Knowledge and Abilities:**

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

Ability to: administer departmental programs; supervise and coordinate staff activities at agency level; interpret and apply agency policies; develop agency policies, plans and priorities; think conceptually and creatively; observe and interpret trends; analyze data, identify key relationships and draw logical conclusions; make sound decisions; establish and maintain effective working relationships with governmental officials at all levels, employees, private groups, the press and the general public; speak before large groups; write effectively.

**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**

Five 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 September 14, 1979

Revised February 15, 1980 Title change and class code change (formerly Conservation Planner 3, class code 6733)

Revised February 11, 1983 Revises minimum qualifications

Revised May 13, 1983 Revises minimum qualifications

Revised February 15, 1985 Revises definition and deletes distinguishing characteristics

Revised March 11, 1988 Revises definition and minimum qualifications

Revised new class code: (formerly 67340) effective July 1, 2007