

**POSITION DESCRIPTION**  
**Aquatic Biologist III**

**I. IDENTIFYING INFORMATION**

Position Number: 118216  
Department: Land and Natural Resources  
Division: Aquatic Resources  
Branch: Aquatic Resources and Environmental Protection  
Geographic Location: Oahu (Downtown) per Katharine Phillips

**II. INTRODUCTION**

*Function of this organizational unit:* To conserve, protect, and enhance the State's renewable resources of aquatic life and habitat; to manage noncommercial use of these resources; to enhance opportunities for public recreational fishing; and to manage commercial use of the State's aquatic resources.

*Purpose of the position:* To perform a limited range of professional fishery assignments, with its primary focus on developing a State comprehensive review and permitting system and assisting in the review process of permit requests, environmental assessments (EA) and environmental impact statements (EIS).

**III. MAJOR DUTIES & RESPONSIBILITIES**

A. Aquatic Resource and Environmental Protection Program

90%

1. Receive, log, distribute, process and track documents requiring review and comments by the Division of Aquatic Resources (DAR). [1]
2. Coordinate the review process prior to permit issuance among applicants, staff and outside reviewers, governmental agencies, and non-governmental organizations. [1]
3. Review permit requests, environmental assessments (EA) and environmental impact statements (EIS), requests from government agencies and public organizations. Distribute to staff biologists to evaluate and determine applicability/impact of proposed activities to aquatic resources and the environment. [1] [2]
4. Prepare DAR staff comments, recommendations, and forward to requesting agency. [1] [2]
5. Prepare DAR special activity permits/amendments and associated submittals to the Land Board for approvals of applications; attend Land Board meetings on permit issues. [1] [2]
6. Develop/maintain a filing system for all applications, permits and environmental reviews. [1]
7. Track reviews; compile review questions, responses, and agency recommendations. [1]
8. Monitor performance of permits for compliance of permit conditions; receive and compile and file permit reports. [1] [2]
9. Maintain/update the computer-based system for permit and environmental review tracking/reporting. Include information on applicant request submitted, date submitted, to whom it was routed, date routed, suspense due date, and findings/comments. [1]

10. Participate in investigating impacts to aquatic resources and environment from fish kills, alien aquatic introductions, ocean debris, etc. [1] [2]
11. Prepare comments for environmental reviews to prevent, mitigate and/or compensate for any adverse impacts to aquatic resources from ballast water/hull fouling. Provide recommendations for corrective measures. [1] [2]
12. Assist with the preparation and public review process for adoption of Administrative Rules for environment and resource protection including fisheries, invasive species, ballast water and hull fouling programs. [1] [2]
13. Collect, log, evaluate, and file Shipping Schedules and Ballast Water Report notices; maintain analysis of data on vessel movement patterns. [1][2]
14. Attend meetings on behalf of DAR to discuss proposed permit actions and other resource issues. [1] [2]
15. Participate in interagency working group meetings to develop coordinated permitting procedures and related monitoring, enforcement, and management activities. [1] [2]

B. Other Duties

10%

1. Respond to requests for information on aquatic resources. [2]
2. Brief DAR Administrator and staff on status of permits, permittees and permitting system. [2]
3. Assist with conducting public meetings and hearings, serving as resource person to support proposed Administrative Rules. [1] [2]
4. Attend/participate in DAR/DLNR meetings. [2]
5. Perform other duties of comparable scope and difficulty, as assigned. [2]

[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.

Evidence considered in determining essential duties included relevance and amount of time spent per task, consequences of not requiring a person to perform the task, nature of operation, importance of task related to overall program.

**Supervises Position(s) No. Title**

None

**IV. CONTROLS EXERCISED OVER THE WORK**

**A. Supervisor** *AQUATIC RESOURCES*  
*Position No.* 09620 *Class Title* Program Manager

**B. Nature of Supervisory Control Exercised Over the Work.**

Work assignments are performed independently. Scope of assignment, immediate objectives, and expected results are specified by the supervisor. Completed work is prepared for review and signature by appropriate personnel. Employee may seek guidance or specific assistance from DAR personnel and/or the Supervisor at any time.

**C. Nature of Available Guidelines Controlling the Work.**

Hawaii Revised Statutes; Hawaii Administrative Rules and Administrative Policies; Procedural guides cover all technical aspects of the work. The employee is expected to know and apply all pertinent State and Federal rules, regulations, policies, and procedures.

**V. REQUIRED LICENSES, CERTIFICATES, ETC.**

Driver's license

**VI. RECOMMENDED QUALIFICATIONS**

- A. Knowledge:** Principles and practices of aquatic natural resources conservation fisheries research, development and management; standard statistical, survey and sampling methods associated with aquatic natural resource research and management; practical knowledge of aquatic organisms, equipment, and practices standard for Hawaiian waters, as well as local cultural fishing practices and principles; creel census techniques; local fishing gear, methods and fisheries. General knowledge of native aquatic species of Hawaii and the Pacific area. Knowledgeable of the issues and concerns associated with but not limited to alien aquatic organism introductions; familiarity with management and eradication programs. Basic knowledge of statistics; knowledge of English grammar, sentence structure, abbreviations, spelling, capitalization, punctuation and word usage; and working knowledge of computers and software programs for development of databases.
- B. Skills/Abilities:** Ability to read and comprehend complex materials, including Hawaii Revised Statutes, Hawaii Administrative Rules, Federal and State policies and procedures. Understand theories and practices of fishery research, and development of program strategies for managing and addressing State aquatic resources issues. Understand and carry out routine verbal and written instructions; work independently through all phases of a project from proposal to investigation including preparation of final reports; demonstrate initiative; and prioritize tasks to meet set deadlines. Collect, correlate, evaluate and analyze facts and develop sound conclusions; possess excellent command of the English language, both written and verbal skills; perform mathematical computations; and generate reports and present results in accordance with scientific method. Proficiency in identification of aquatic organisms, specifically a wide range of aquatic fauna from the Central and Western Pacific area; recognize fishing gear and fishing methods used commonly in Hawaiian waters. Understand and participate in standard survey techniques and sampling methods; conduct fish surveys and inventories; use tags and tagging techniques/ procedures; possess standard skills with laboratory equipment, field instruments and equipment used in fisheries research/management. Work cooperatively and communicate effectively with other staff members, representatives from other government agencies and organizations, stakeholders, legislators, fishers, educators, and the public. Ability to swim and snorkel. Possess a valid driver's license.
- C. Education:** This position requires graduation from an accredited college or university with a baccalaureate degree in fisheries biology, biological oceanography, zoology or a related biological science with a minimum of 24 semester credit hours in courses such as fisheries biology, ichthyology, limnology, biological oceanography, marine or

freshwater ecology, invertebrate ecology or similar courses applicable to the field of aquatic biology. The overall education must demonstrate possession of ability to read, comprehend and compile information from various sources, organize work, analyze material, write reports, express ideas in written form as well as orally, organize and conduct meetings with various groups for various purposes, use analytical methods and tools, possess knowledge of human relations, competent in English grammar, statistics, research methodologies and techniques (including sources of information).

- D. Experience:** The position requires at least one year of experience at an Aquatic Biologist II level and one year of specialized experience exhibiting progressively responsible professional work experience in fishery or aquatic biology that involved the management, conservation, development, utilization and protection of aquatic resources, and/or scientific research dealing with aquatic resources and environment.

Substitution: Possession of a master's degree in fishery biology, biological oceanography, or related biological field from an accredited college may be substituted for one year of specialized experience.

## **VII. TOOLS, EQUIPMENT & MACHINES**

Computer, typewriter, calculator, copier, fax and other general office machines; cars, trucks, small boats.