

HCP Reporting and Research Coordinator, Natural Resource Specialist 3 (NRS3)

Salary

\$58,380.00 - \$78,468.00 Annually

Location

Thurston County – Olympia, WA

Job Type

Full Time - Permanent

Job Number

2024-10-7306-11222

Department

Dept. of Natural Resources

Opening Date

10/31/2024

Closing Date

12/8/2024 11:59 PM Pacific

Salary Information

The high end of the salary range, Step M is typically a longevity step

Description



HCP Reporting and Research Coordinator, Natural Resource Specialist 3 (NRS3)

Recruitment #2024-10-7306

Full-time, Permanent, Represented position

Location: Natural Resources Building- Olympia, WA

Work Hours and Partial Telework flexibility may be available and considered

Salary: \$4,865.00 - \$6,539.00 Monthly

Review of applications is ongoing. We reserve the right to make a hiring decision or close this recruitment at any time after 11/14/24. It is in your best interest to submit materials as soon as possible.

Want to join something GREAT and make a difference?

Are you interested in a career that allows you to support habitat conservation, scientific research, and sustainable management of forestlands? The Washington State Department of Natural Resources (DNR) is looking for a **Natural Resource Specialist** to coordinate research efforts in the Olympic Experimental State Forest (OESF), report on Habitat Conservation Plan (HCP) activities, and assist with forest certification of DNR State Trust Lands.

As the HCP Section's Reporting and Research Coordinator, you will be responsible for facilitating diverse learning communities studying topics related to forest carbon, aquatics, invasive species, and the ecological history of the Olympic Peninsula. In this role, you will also coordinate research projects, organize science conferences and field tours, and track related budgets in support of the OESF Research and Monitoring Program.

Additionally, you will compile and edit the HCP Annual report detailing progress made toward habitat goals for protected plant and animal communities such as the northern spotted owl, salmonids, and rare plants. You will also be responsible for updating internal and external websites, and maintaining a database of communications within DNR and with other state and federal agencies. This position reports to and supports the Forest Certification Program Manager, helping prepare and execute two forest certification audits each year. During the legislative session, you will play a critical role in the DNR bill analysis process.

To be successful in this position, you will need to be an excellent communicator (both written and verbal), organized and detail-oriented, able to prioritize multiple tasks, and reliable to complete tasks professionally and on time. While you will communicate frequently with teammates, you will often work independently and make decisions about how to accomplish a task and ensure deadlines are met. You will need to learn quickly to develop agency knowledge and a strong understanding of ecologically based natural resource management and the regulatory environment in which DNR operates. This position requires excellent skills with the Microsoft Office suite of tools. While not essential, skills with GIS, cartography, or graphic design are a plus.

Duties

Responsibilities:

- Help maintain DNR's Forest Management Certification, by gathering data and co-managing the Certification Database (using Access), communicating effectively with DNR staff and external stakeholders, developing and presenting training materials, and organizing field tours.
- Supporting scientific work in the Olympic Experimental State Forest by facilitating Learning Groups, coordinating substudy projects, maintaining the research budget, and managing research contracts.
- Gather data, compile, and edit the State Trust Lands Habitat Conservation Plan Annual Report, including communicating with subject matter experts,

graphic design, and data presentation. Co-manage the Access database to record HCP Implementation consultations and agreements.

- Serve as a legislative session Division Bill Coordinator; daily review of dropped bills, communicate clearly and effectively with Forest Resources Division staff regarding bill reviews, prepare the end-of-session report, and conduct After Action Review meetings.
- Occasional field work in all weather conditions.
- Manage internal and external websites.
- Occasional GIS cartography and graphic design are desired.

Qualifications

Required Qualifications:

- Bachelor's degree in forestry-related field, environmental policy, or natural resource management AND 1 year of relevant experience; OR an equivalent combination of education and/or experience.
- Experience in the Microsoft Office Suite applications including Access.
- Position Specific Competencies:
 - Timeliness and Responsiveness
 - Organization and Political Awareness
 - Professional Accountability and Reliability
 - Tact and Diplomacy
 - Adaptability to Changing Needs
 - Proactive Collaboration and Effective Communication
 - Initiative
 - Creative and Innovative Thinking
- Commitment to fostering and supporting an environment that honors diversity, equity, inclusion, and environmental justice practices.
- Perform assigned duties in a manner consistent with applicable laws, regulations, and public records retention and requests are followed.
- DNR Core Competencies:
 - Personal Accountability
 - Value Others
 - Compassionate Communication
 - Inspire Others
 - Commitment to Excellence

Special Requirements and Conditions of Employment:

- Work is primarily in an office setting (telework and hybrid work eligible), Monday-Friday, between 0800-1700 hours, with occasional pre-approved flex time options available. This position will occasionally hike in steep and slippery terrain and occasionally carry up to 30 lbs. for long periods.
- This position periodically requires travel for audits, meetings, fieldwork, conferences, and other business needs related to forest certification auditing or OESF support.

Desired Qualifications:

- Master's degree in a forestry-related field, environmental policy, or natural resource management.
- Experience in facilitating ecological partner groups and budgeting/finance/grant writing.
- Experience public speaking.
- Experience balancing state budgets and managing Contracts.
- Experience with GIS.
- Graphic Design skills.
- Familiarity with Washington legislative process.

Don't let doubts stop you from applying for this position - If you have any questions about the required qualifications or how your past experience relates to them, please contact us at DNRrecruiting@dnr.wa.gov. A note to potential candidates: Studies have shown that women, trans, non-binary, Black, Indigenous, and people of color (BIPOC) are less likely to apply for jobs unless they feel they meet every qualification as described in a job description. We value diversity and inclusion in our organization, and we are looking for the best person for the job. Don't hesitate to apply!

Supplemental Information

Application Requirements:

- **Apply online:** at www.careers.wa.gov (Click on the APPLY button above).
- **Letter of interest:** describing your specific qualifications to the position and position required, desired, and special requirements.
- **Resume:** that details your experience and qualifications.
- **References:** at least three professional references with current telephone numbers— you may attach a document, use the References text field in the online application, or include it with your resume.
- **Important:** Do not attach any documents that include photos or private information (social security number, year of birth, etc.).
- **Complete all supplemental questions.**
- Candidates who move forward in the recruitment process may be contacted via email at info@governmentjobs.com with interview information/scheduling instructions. Please monitor the email listed in your application materials and check your junk email folder to ensure you receive those communications.

Questions? Please contact Tracy Petroske at Tracy.petroske@dnr.wa.gov/360-280-3820 or e-mail us at DNRrecruiting@dnr.wa.gov

Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 522-2500 or email DNRrecruiting@dnr.wa.gov. Applicants who are deaf or hard of hearing may call through the [Washington Relay Service](#) by dialing 7-1-1 or 1-800-833-6384.

About the Department of Natural Resources (DNR).

At DNR we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity, and inclusion.

Our Vision – Our actions ensure a future where Washington's lands, waters, and communities thrive.

Our Mission – Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

Our Core Values:

- Safety and Well-Being —Our top priority is the safety of the public and our employees.
- Public Service —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- Innovation and Creative Problem-Solving — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- Leadership and Teamwork —We are committed to building leaders at all levels and building teams for success.

DNR provides excellent benefits, a few of which include:

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)
- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid
- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments
- A comprehensive benefits package that includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave, and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

Additional Information:

This recruitment may be extended and may also be used to fill future similar vacancies for up to sixty (60) days.

DNR does not use the E-Verify system. For more information, please visit www.uscis.gov.

Veterans wishing to claim Veteran's preference please attach a copy of your DD-214, NGB-22, or other verification of military service. Please black out your social security number prior to attaching it. We thank you and are grateful for your service!

Equal Opportunity Employer: The Washington State Department of Natural

Resources is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing or completing your application call NEOGOV toll-free at (855) 524-5627 or email CareersHelp@des.wa.gov.

Check us out on: [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)

Agency

State of Washington

Address

[View Job Posting for Agency Information](#)

[View Job Posting for Location, Washington, 98504](#)

Phone

[View Posting for Agency Contact](#)

Website

<http://www.careers.wa.gov>