STATE OF COLORADO
invites applications for the position of:

Wildlife Manager I/District
Wildlife Manager Trainee
This position is open only to Colorado state residents.

CLASS TITLE: WILDLIFE MANAGER I

LOCATION: Denver Metro, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Denver Metro Area for Training

SALARY: $3,568.00 /Month

OPENING DATE: 05/08/17

CLOSING DATE: 06/08/17 05:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:

The Colorado Constitution, Article XII, Section 13 requires that applicants for state classified
government jobs be residents of Colorado, unless this requirement is waived by the State
Personnel Board. If the residency requirement has been waived for an announced vacancy, it
will be noted on the job announcement and applications will be considered from individuals
who are not residents of Colorado. This announcement does not include a residency waiver for
this position.

If your goal is to invest in a career that makes a difference, consider joining the dedicated people of the
Colorado Department of Natural Resources (DNR). Our professionals are committed to supporting state
government and the citizens of Colorado.

Our mission is to develop, preserve, and enhance the state’s natural resources for the benefit and
enjoyment of current and future citizens and visitors. In an effort to build diversity and inclusion we
welcome applications from people of diverse backgrounds and abilities.

Customer service is a key component for every position across state government. We are focused on
improving Efficiency (use of resources), Effectiveness (impact of our work), and Elegance (graceful
service interactions).

THIS ANNOUNCEMENT IS DETAILED AND COMPREHENSIVE. READ IT IN ITS ENTIRETY AND
PAY SPECIAL ATTENTION TO THE "REQUIREMENTS" AND "HOW TO APPLY" SECTIONS
COLORADO PARKS AND WILDLIFE

Our Mission is to perpetuate the wildlife resources of the state, to provide a quality state parks system, and to provide enjoyable and sustainable outdoor recreation opportunities that educate and inspire current and future generations to serve as active stewards of Colorado's natural resources. Colorado Parks and Wildlife.

Colorado Parks and Wildlife manage Colorado's wildlife, including more than 300 state wildlife areas and a host of recreational programs.

DESCRIPTION OF JOB:

OPEN TO STATE OF COLORADO RESIDENTS ONLY

Please read the Minimum Qualifications, Substitutions, and Conditions of Employment carefully.

Applicants who successfully pass the first year of training must be willing to relocate to any location in Colorado as assigned for a minimum of two years.

This position functions at a training level for entry into the Wildlife Manager series, working title - District Wildlife Manager (DWM), during the first year. This position participates in a Peace Officer Standards & Training (POST) training course and in classroom and field activities which provide knowledge and 'real-world' experience in the tasks necessary to be successful as a District Wildlife Manager. During this initial training period, positions are assigned to the Colorado Parks and Wildlife, Law Enforcement and Public Safety Section and are supervised by the DWM Training Manager. The DWM incumbents of these positions will be trained in the Colorado Parks and Wildlife's operation, application of the State's laws, rules, regulations, and techniques of wildlife resources management. Position operates under the guidance of a supervisor or work leader, as part of the training, this position exists to learn and fulfill the purpose of the work unit. Ultimately, position is expected to operate as a fully-functioning DWM and be a representative of the Colorado Parks and Wildlife in an assigned geographical area. Upon successful completion of the probationary period (one year) the DWM I will move to the DWM II classification.

YEAR ONE:

- Under guidance of a commissioned officer, enforces wildlife laws and regulations. Investigates alleged wildlife law violations. Seize equipment used in fish and game law violations and arrange for disposition of fish or game illegally taken or possessed.
- Participate in POST training to achieve law enforcement certification and ultimately commission at the discretion of the Director of the Colorado Parks and Wildlife; and apply the knowledge and techniques in a field setting.
- Disseminate information concerning wildlife conservation, wildlife management, regulations, and data to interested parties (schools, civic groups, sporting clubs, etc.). Perform other information and educational activities such as public outreach and may participate in hunter education and other educational programs such as Project WILD.
- Acquire wildlife management training and apply the knowledge and techniques in a field setting. Analyze characteristics of wildlife to identify and classify them. Study characteristics of wildlife such as origin, interrelationships, classification, life histories and diseases, development, genetics, and distribution. Study wildlife in their natural habitats, assessing effects of environment and industry on wildlife.
- Learn communications skills and how to represent the Colorado Parks and Wildlife to the public and other governmental agencies. Promote hunter safety training.
- Learn the responsibilities of the Colorado Parks and Wildlife and how to apply the knowledge as the field representative for the agency. Provide customer service (land owner contacts, game damage, nuisance animals, etc.).
- Applies wildlife management plans and improvement projects, including, but not limited to, habitat assessment, inventories, etc. Protect and preserve native wildlife, plants, and ecosystems.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:
OPEN TO STATE OF COLORADO RESIDENTS ONLY

Minimum Qualifications

Graduation from an accredited college or university with a bachelor's degree in, biology, environmental science, fisheries/wildlife biology, conservation biology, natural resource management, wildlife management, zoology, ecology, ichthyology, agricultural science or a closely related field.

PLEASE NOTE- PARKS AND OUTDOOR RECREATION DEGREES, CRIMINAL JUSTICE DEGREES OR SOCIAL SCIENCE DEGREES ARE NOT CONSIDERED AS CLOSELY RELATED.

Substitutions

A combination of *appropriate and *professional work experience in natural resource management, wildlife management, or wildlife administration may be substituted on a year-for-year basis for the required bachelor's degree.

*Appropriate work experience includes the following: applying the principles, practices and techniques of natural resource management to resolve problems and effect improvements in habitat and/or environmental impact statements; supervising, planning, organizing and/or directing a program for the development and utilization/ protection of a park or outdoor recreation facility.

*Professional Experience is: work that involves exercising discretion, analytical skill, judgment, and personal accountability, and responsibility for creating, developing, integrating, applying, and sharing an organized body of knowledge that characteristically is uniquely acquired through an intense education or training regimen at a recognized college or university; equivalent to the curriculum requirements for a bachelor's or higher degree with major study in or pertinent to the specialized field; and continuously studied to explore, extend, and use additional discoveries, interpretations, and application and to improve data, materials, equipment, applications and methods.

A copy of your official or unofficial transcripts which demonstrates degree and date conferred along with the required documents outlined in the supplemental section of this announcement prior to submission. It is incumbent on you to articulate such experience in your application! "See Resume" or "See Attached" will NOT substitute for the completed on-line application.

CONDITIONS OF EMPLOYMENT:

- Applicants must currently possess and maintain a valid State of Colorado driver's license; submit to a drug screening and suitability interview, must be willing to be fingerprinted and successfully pass a background investigation, including a polygraph exam.
- Former employees of the State of Colorado MUST have concluded employment in good standing to be eligible for rehire.
- Must currently possess a valid Hunter Education Certificate (Colorado preferred). Information about certification can be found at: http://wildlife.state.co.us/education/recreation.

If a candidate receives a conditional job offer, the candidate must successfully complete and pass a medical physical examination, psychological examination and drug screen. Employees will be required to successfully complete and pass the CPW’s training program including graduation of the basic POST training program for certification as a POST certified Peace Officer. A conditional job offer will be revoked if a candidate does NOT meet and pass the above requirements.

NOTE: If you have used marijuana in the past year, used other illegal drugs in the past three years, been convicted of a felony, been convicted of any domestic violence charge, or been convicted of any misdemeanors which preclude POST certification as a Colorado Peace Officer (see link below), you will be disqualified and will not be hired. Federal law maintains the prohibition of the use of illegal drugs.

http://www.coloradopost.gov/certification/decertifying-misdemeanors

APPEAL RIGHTS:

It is recommended that you contact the Human Resources Specialist listed below to resolve issues related to your possession of minimum qualifications. However, if you receive notice that you have been
eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

SUPPLEMENTAL INFORMATION:

OPEN TO STATE OF COLORADO RESIDENTS ONLY

The Colorado Constitution requires all appointments and promotions in the state personnel system be made according to merit and fitness.

Application materials will be reviewed by a Human Resource Specialist and/or Subject Matter Expert to determine if you meet the minimum requirements for the position.

It is the responsibility of the applicant to carefully read the job announcement in its entirety and follow instructions as stated throughout the announcement.

A COMPLETED AND DETAILED ONLINE APPLICATION, RESUME, COVER LETTER AND TRANSSCRIPTS (OFFICIAL OR UNOFFICIAL) WHICH DEMONSTRATES DEGREE AND DATE CONFERRED MUST BE SUBMITTED NO LATER THAN JUNE 8, 2017 5:00 PM. Do not send application materials in a separate email. Applications left blank, incomplete or marked "SEE RESUME" in the duties section of the application will not be considered.

HERE WE GO!

IF YOU HAVE MET THE MINIMUM QUALIFICATIONS:

PHASE I:

PHYSICAL FITNESS EXAM / WRITTEN EXAM / RAP
Anticipated Dates: July 10-12, 2017

All candidates must successfully pass and complete each exam during each specified time period without exceeding the time limit in order to continue in the selection process. Candidates will only be given one opportunity per selection process year.

NOTE: You are encouraged to start your preparation for the physical fitness exam NOW! Time yourself to be sure you can complete the task requirements, don't assume that because you are "in shape" that you will be able to meet these requirements – make sure you can.

The Physical Fitness standards are as follows and applies to all candidates:

- Run 300 meters in 72 seconds
- 21 push-ups in one minute = rest in "up" position only; no knees, arm flex to 90 degrees, stay flat. (This applies to all candidates regardless of gender)
- 28 sit-ups in one minute = back completely off ground when sitting up. (This applies to all candidates regardless of gender).
- Walk/run 1.5 miles in 17:00 minutes
If you do not pass the physical fitness exam you do not advance to the written exam.

The Written Exam: Multiple-choice exam which will assess your general knowledge of Colorado Parks and Wildlife, wildlife management.

Risk Assessment Profile [RAP]: Candidates deemed to be a "high risk" by this exam will be disqualified from the rest of the testing process.

Notification of Written Exam Results
All candidates will receive and email notification of written exam test results. Test results cannot be provided by telephone. Based on the results of the written exam, successful candidates will be invited to Phase II (Oral Panel Assessment) scheduled by the Human Resources office.

PHASE II:
ORAL PANEL EXAM / WRITTEN SCENARIO Q&A
Anticipated Dates: August 21-22, 2017

Oral Exam will include a question and answer session in front of a panel of subject matter experts regarding broad CPW Recreation issues as well as problem solving (see Phase II Written Scenario(s) below) exercise.

- There is no guarantee the same format will be followed each year.
- You must be available for one complete day to participate in the assessments during the scheduled interview date.

The optimum approach to prepare for the Oral assessments is to research and be informed on:

- The Division’s current issues of concern; hot topics.
- Visit the Divisions' website.
- Review press releases, newspaper articles and other documents available to the public.

PHASE II WRITTEN SCENARIO:

For Phase II you will be given a specific amount of time to prepare responses to different scenario(s). A panel of subject matter experts will rate your responses using an objective measure by after the oral examination. This exam will assess your knowledge regarding issues presented and your ability to write in a concise manner (e.g., grammar, spelling).

Notification of Oral Exam and Written Scenario Results
All candidates will receive and email notification of written exam test results. Test results cannot be provided by telephone. Based on the results of these exams, successful candidates will be invited to Phase III (Final Interview) scheduled by the Human Resources office.

PLEASE NOTE that prior to Phase III - the final interview candidates are required to participate in a thorough background investigation including a polygraph and have no felony offenses, serious misdemeanors, recent DUIs or loss of driving privileges, domestic violence or restraining orders, or crimes of moral turpitude on their record.

PHASE III:
FINAL INTERVIEW
Anticipated Date: November, 2017

Following the final interview, successful candidates will advance to Phase IV (Conditional Job Offers).

IMPORTANT RECOMMENDATION: In the interview process, be honest with your answers. Lying or providing false information will disqualify you from the process.

PHASE IV:
CONDITIONAL JOB OFFERS
Following the final interview, as stated previously under the "Conditions of Employment" successful candidates who receive conditional job offers must have completed and passed a thorough background investigation. If candidates have used marijuana in the past year, used other illegal drugs in the past three years, been convicted of a felony, been convicted of any domestic violence charge, or been convicted of any misdemeanors which preclude POST certification as a Colorado Peace Officer, you will be disqualified from the process and the conditional job offer will be revoked.

Following the final interview, as stated under "Conditions of Employment", successful candidates who receive conditional job offers must pass a psychological test, a drug test, and a medical physical exam. The psychological test evaluates mental health and is required by Colorado POST. At the same time, any other psychological exams taken up to this point will be scored and taken into consideration. The polygraph exam confirms statements made and information gathered throughout the hiring process. The medical physical exam identifies ailments that would prohibit a person from performing the functions of the job and is different from the physical fitness test.

Following the final interview, as stated under "Conditions of Employment", successful candidates who receive conditional job offers must pass the POST Academy and CPW'S Field Training Program.

At this time, the number of positions to be filled has not been determined. This statement is no guarantee that hiring will occur as projected.

PROJECTED HIRE/START DATE:
January 1, 2018

As stated under "Conditions of Employment", successful candidates must relocate to the Denver metro area (or to a location where the candidate is willing to commute to the Denver metro area and the Denver Head Quarters (Littleton, CO) at their own expense and time on a daily basis) prior to the projected hire date of the end of December 2018. Candidates will not be reimbursed for relocation expenses.

WHAT TO EXPECT!
FIRST YEAR ON THE JOB:

**Peace Officer's Standards and Training (POST):** January, 2018 to May, 2018 [19 weeks] mandatory training will be in the Denver metro area. Training includes Colorado Criminal Code: laws of arrest; search and seizure; officer survival; use of force; civil liability; suspect/witness interview and interrogation. CPW pays 100% of the tuition and provides training materials and equipment. Training will include physically demanding training to develop proficiency in firearms, arrest control, and law enforcement driving.

**Wildlife Manager Skills Field Training Program:** May, 2018 to December, 2018 [8 months] will include inside-classroom and outside field training with regards to wildlife-related public relations and law enforcement. Field training requires extended travel away from Denver. CPW provides per diem and vehicles. Under the guidance of a supervisor or work leader, Wildlife Manager I trainees will be assigned to the CPW'S Public Safety and Training Unit and trained in Hunter Education Instruction, Wildlife, fishery and habitat management, application of the State's laws, rules, regulations, beginning supervision, and other techniques of Wildlife Management. Wildlife managers will receive certification in several natural resource educational programs.

It is anticipated that Wildlife Managers will be placed at their location by January, 2018, however, specific locations/vacancies have not been determined at this time.

**Upon Successful Completion of Training**

- You must accept any geographic location assigned to you from the list of vacancies [locations/vacancies undetermined at this time].
- Wildlife Managers must remain in initial assigned location for a minimum of 2 years from date of placement.
- District Wildlife Managers failing to relocate will be terminated for not meeting the conditions of employment and will be required to reimburse the CPW for all training expenses.
Toll-Free Applicant Support - Technical Help
If you experience technical difficulty with the NEOGOV system (e.g. uploading or attaching documents to your online application) call NEOGOV at 855-524-5627, Mon-Fri between 6 am and 6 pm (Pacific Time). Helpful hints: if you are having difficulty uploading or attaching documents to your application first, ensure your documents are PDF or Microsoft Word files and second, close the document before you attempt upload (attach) it.

The Human Resources Office will be unable to assist with these types of technical issues.

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**TRANSCRIPTS REQUIRED:**
An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**
On-line is the preferred method of applying.

**DEPARTMENT CONTACT INFORMATION:**
Mary Vigil maryi.vigil@state.co.us

**METHODS OF APPOINTMENT:** Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

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**Applications May Be Filed Online At:**
http://www.colorado.gov/jobs

Position #PMA Various DWM 05/17
WILDLIFE MANAGER I/DISTRICT WILDLIFE MANAGER TRAINEE

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The State of Colorado is an Equal Opportunity Employer.

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**Wildlife Manager I/District Wildlife Manager Trainee Supplemental Questionnaire**

* 1. Are you also applying for the Park Manager I position? *Note that the minimum qualifications are different and you must apply to each position separately and upload the required documentation for each position.

- [ ] Yes
- [ ] No

* 2. Are you a resident of Colorado and can you provide proof at the time of application? The Colorado Constitution, Article XII, Section 13 requires that APPLICANTS for state classified government jobs be residents of Colorado, unless this requirement is waived by the State Personnel Board. If the residency requirement has been waived for an announced vacancy, it will be noted on the job announcement and applications will be considered from individuals who are not residents of Colorado. There is no residency waiver for this announcement.

- [ ] Yes
- [ ] No
* 3. I understand that I will be subject to drug testing and must pass in order to be considered for this position as stated in the "Conditions of Employment" section of the job announcement.

☐ Yes  ☐ No

* 4. I understand that I will need to complete and pass a polygraph test and an extensive background check in order to be considered for this position as stated in the "Conditions of Employment" section of the job announcement.

☐ Yes  ☐ No

* 5. DNR 2 - Current and former State Personnel System employees who were Disciplinary terminated, resigned in lieu of termination, or who were deemed to have resigned without notice (Board Rule 7-5, Automatic Resignation) must disclose this information on the application.

☐ I am not a current or former State of Colorado classified employee.

☐ I am a current or former State of Colorado employee but have NEVER been disciplinary terminated, resigned in lieu of termination, or deemed to have resigned without notice (Board Rule 7-5, Automatic Resignation).

☐ I am a current or former State of Colorado employee and have been disciplinary terminated, resigned in lieu of termination, or deemed to have resigned without notice (Board Rule 7-5, Automatic Resignation). NOTE: Failure to disclose this information and/or falsification of Application materials may result in being removed from consideration for this position.

* 6. DNR 1 - If you are a veteran who is eligible for preference points, (note that not all veterans are eligible for points) did you upload/attach your DD-214? Veterans who wish to seek disability preference points based on a service related disability must submit acceptable documentation to support your claim for veterans' preference (exclude specific/private medical information).

☐ Yes  ☐ No  ☐ Not Applicable

* 7. DNR 4 - Did you upload your résumé and cover letter AND Official or Unofficial Transcripts to this on-line application?

☐ Yes  ☐ No

* 8. DNR 5 - Part, or all, of the assessment for this position involves a review of the information you submit in your application materials. Please verify that you understand that the failure to include adequate information or attachments to your job application may affect your final score and/or prevent you from competing in any subsequent measures used to arrive at a top group of applicants.

☐ Yes  ☐ No

* Required Question