



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

NATURAL SCIENCES COORDINATOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Natural Sciences Coordinator-B	B9121B	50	
Natural Sciences Coordinator-O	B9121O	55	
Natural Sciences Coordinator-A	B9121A	60	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Plans, directs, or coordinates activities in such fields as life sciences, physical sciences, mathematics, statistics, and research and development in these fields.

Nature of Work

Natural Sciences Coordinators oversee the work of life and physical scientists, including agricultural scientists, chemists, biologists, geologists, medical scientists, and physicists. These managers direct research and development projects and coordinate activities such as testing, quality control, and production. They may work on basic research projects or on commercial activities. Science managers sometimes conduct their own research in addition to managing the work of others.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Assists in performing technical, administrative, or public relations duties relating to life or physical science.
- Performs standardized duties in support of scientific research or natural resources and parks management.
- Responsible for parks maintenance and security, educational, environmental, and public outreach programs, and operations.
- Duties also include fiscal, staffing, supplies, record keeping, and interfacing with computer systems that support the program, project, park, or natural resources.

Recommended Education and Experience for Full Performance

Associate's Degree from an accredited college or university plus one (1) year experience in office administration.

NATURAL SCIENCES COORDINATOR

Minimum Qualifications

High School diploma or Equivalency and one (1) year of office administration experience.

Operational

- Oversees programs relating to life and physical science, including agriculture, parks and natural resources, biology, chemistry, geology and physics.
- Performs a varying combination of technical, administrative, and public relations duties.
- Determines scientific and technical goals including research related to their field.
- Carries out administrative procedures related to fiscal, personnel, procurement, and management information systems.
- Has extensive public contact through education, security, and law enforcement, and coordinating with other agencies or public entities.

Recommended Education and Experience for Full Performance*

Associate's Degree in Parks and Recreation Management, Environmental Sciences, Forestry, Criminal Justice or Wildlife Management and four (4) years of experience in parks and recreation management, natural resources, biology, environmental sciences, forestry, criminal justice and/or wildlife management.

Minimum Qualifications

High School diploma or Equivalency and two (2) years of office administration experience.

Advanced

- Responsible for complex scientific parks and natural resources projects and/or projects with large scopes or high levels of sensitivity.
- Has extensive law enforcement duties related to parks management.
- Designs and implements improvements to research projects, operations management, or education and public relations initiatives related to the scientific discipline or natural resource to which they are assigned.
- Functions as technical consultants within their professional field or have specialized knowledge in parks administration.
- Develops and presents educational programs to enhance awareness of geographic areas, historic, cultural, and natural resources.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Parks and Recreation Management, Environmental Sciences, Forestry, Criminal Justice or Wildlife Management and two (2) years of experience in parks and recreation management, natural resources, biology, environmental sciences, forestry, criminal justice and/or wildlife management.

Minimum Qualifications

Associate's Degree in Parks and Recreation Management, Environmental Sciences, Forestry, Criminal Justice or Wildlife Management and two (2) years of experience in parks and recreation management, natural resources, biology, environmental sciences, forestry, criminal justice and/or wildlife management. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

NATURAL SCIENCES COORDINATOR

Knowledge and Skills

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Knowledge

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Geography — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Speaking — Talking to others to convey information effectively.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Persuasion — Persuading others to change their minds or behavior.

Coordination — Adjusting actions in relation to others' actions.

Social Perceptiveness — Being aware of others' reactions and understanding why they react

NATURAL SCIENCES COORDINATOR

as they do.

Negotiation — Bringing others together and trying to reconcile differences.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001 **Revised:** 9/20/2011, 9/21/2015 (Min Quals)

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.