OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title:	**HUMAN DIMENSIONS SPECIALIST**	**Grade:**	**14a**
Division:	**Administration**	**Job Code:**	**6969**
Reports To:	**Legislative Liaison**	**FLSA Status:**	**Exempt**

SUMMARY OF ESSENTIAL JOB DUTIES

Under the direct supervision of the Legislative Liaison, is responsible for coordinating human dimensions research and surveys to foster citizen participation and public accountability in ODWC's fish and wildlife management programs. Participates in planning, organizing, and directing successful completion of assessments of stakeholder's (constituents, citizens, licensees, employees, etc.) knowledge, opinions, attitudes and awareness of wildlife conservation issues including obtaining data regarding participation rates, economics, social issues and demographics. Collects data employing current human dimensions survey methodologies which may include focus groups, facilitating public meetings, database analysis, internet-based surveys, mail surveys, computer-assisted telephone interviews and in-person interviews. Provides specialized consultation and expert advice to staff on social science methods, results and management implications. Supervises temporary employees. Has extensive contact with a variety of public and private individuals and groups.

JOB DUTIES

Serves as principal researcher in social science projects related to fish and wildlife management. Participates in planning, developing, budgeting, coordinating and implementing human dimensions research and surveys.

Coordinates with headquarters and regional staff, other agencies, and universities in designing and implementing social science priority inquiries. Assists agency personnel in establishing human dimensions project goals and participates in the development of social science inquiries.

Conducts a full range of qualitative and quantitative research, often using multidisciplinary, interagency research teams.

Prepares reports, technical summaries, and popular articles for relevant audiences.

Selects, trains and supervises temporary telephone and in-person interviewers, and data entry clerks.

Reviews human dimensions research and survey data and analyzes, interprets and presents information.

Coordinates contracting for professional polling or research services from universities or private firms.

Facilitates, coordinates or represents the agency in committees, task forces or projects.

May be required to perform other duties as assigned.

Must have the ability to

- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various office equipment.   Should be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet based computer applications.
- May be required to occasionally work extended hours and weekends with occasional travel requiring overnight stays.

REQUIREMENTS

Education:
Bachelor's Degree in Social Sciences, Recreation/Leisure Sciences, Political Science, Biological Sciences or equivalent degree from an accredited college or university with strong course work social science methodology, resource planning, fisheries or wildlife ecology or management, statistics or other human dimensions related courses. Master's degree in social sciences preferred.

Experience:
Requires one year previous related experience

Knowledge and Skills:
Must be highly proficient with various statistical programs (e.g. SPSS, R, SAS or related programs) and have familiarity with GIS/data visualization software (ESRI, Tableau, or related programs) and relational databases (e.g. SQL). Requires a comprehensive understanding of social scientific theory and methods and possess the ability to interpret, synthesize, and analyze data using social scientific or statistical techniques. Must be able to manage multiple projects and deadlines effectively.

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