

**Office of State Budget and Management**  
**Establish New, Receipt-Supported Positions**  
(G.S. 143-34.1)

**Agency:** NC Wildlife Resources Commission

**Division:** ~~Division of Conservation Education~~

**Budget Code:** 24350

**Center Title:** Division of Conservation Education – ~~Habitat Conservation Section~~

**Center Number:** ~~21312 & 2141E~~

**\*\*\* Position Information \*\*\***

**Proposed Classification:** Administrative Secretary II

**Proposed Salary Grade:** 70—60

**Salary Range:** ~~\$30,451~~20,389 - \$32,180

**Proposed Effective Date:** ~~04~~—03/01/04

**Number of Positions:** 3—1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$1,241,873	\$32,180
Receipts	<u>\$1,241,873</u>	<u>\$32,180</u>
Appropriation	\$0	\$ 0

**Funding Source(s):** ~~State Wildlife Grant (2 positions) & Sport Fish Restoration Program – Aquatic Resources Education (F-35-16)(1 position)~~

– 75% Federal, 25% Wildlife Fund

**Justification for Position (including description of duties and responsibilities):**

This position is a replacement for a permanent position that was transferred to the Enforcement division. This position will serve as a personal assistant to the division chief and business officer and will be responsible for the following duties and responsibilities:

- Processing E-procurement requisitions for the Raleigh administrative division as well as the wildlife education center;
- Auditing and processing invoices using the N.C. Accounting System;
- Maintaining the fixed asset database utilizing FileMaker Pro;
- Re-writing and updating the division's procedures notebook;
- Auditing the Telecommunications Management System monthly expense report; processing requests for back issues of *Wildlife in North Carolina* magazine;
- Assisting the business officer in preparing the monthly departmental budgets (state and federal) and associated reports;
- Serving as a personal assistant to the division chief, business officer and magazine editor.

~~Due to recent division expansions and upcoming hydropower relicensing projects, these additional positions are essential in order to be capable to fulfill the objectives of the Habitat Conservation Section. One position will add to our hydropower relicensing program due to upcoming project negotiations in addition to existing projects. This position will be responsible for developing guidelines, leading in the development of agency policy and coordinating agency involvement in all Federal Energy Regulatory Commission hydropower license renewals. The second position, which will add to our technical guidance program, which routinely will reviews Triangle area construction projects and attends statewide related permitting, environmental, and policy issue meetings. In addition, this position will conduct literature reviews and suggest on-site research needs. The third position will add to the game fish research and survey program. The employee who previously occupied this position was promoted to the research and survey program supervisor position in order to provide a statewide approach to division research efforts. With this promotion, the piedmont region of the state was left without a game fish research coordinator. The re-establishment of this position is badly needed to provide support for management and stocking-related issues and several other public concerns.~~

**Statutory Reference for Request**

The Wildlife Resources Commission is charged by General Statute 113-132 with the management, regulation, protection, and conservation of wildlife resources and inland fisheries in North Carolina. The Division of Conservation Education is responsible for implementing the requirements of G.S. 113-132 by providing formal as well as informal education to the citizens of the state.

~~North Carolina Wildlife Resources Commission (WRC) is charged by General Statute 113-132 with the management, regulation, protection, and conservation of wildlife resources, and inland fisheries in North Carolina. The habitat conservation program allows the Commission to protect, enhance, and restore fisheries habitat and aquatic resources, which results in increased recreational opportunities for sport fishermen and protection for listed species. Land and water disturbing activities such as channelization, riparian area clearing, flow alteration, poor forestry and agricultural practices, hydropower projects, and land development have acted in concert to degrade the environment of sport and nongame aquatic resources.~~

Tommy Clark  
Presentation to be made by

Chief Fiscal Officer  
Title

Agency Head Signature

State Budget Officer Signature