

JOINT HOUSE-SENATE APPROPRIATIONS SUBCOMMITTEE ON NATURAL  
RESOURCES AND BUSINESS REGULATION - MINUTES  
February 8, 1983

The meeting was called to order by CHAIRMAN MANUEL at 8:18 a.m.  
in Room 132 of the Capitol Building, Helena, Montana.

ROLL CALL: MANUEL, HEMSTAD, STOBIE, SMITH, BOYLAN, LANE -  
present  
None - absent  
Staff Present: DICK GILBERT, LFA; CAROLYN DOERING,  
OBPP: and PATTI SCOTT, SECRETARY

DEPARTMENT OF FISH, WILDLIFE, AND PARKS (Tape #46 Side A-001)

WITNESSES for the Department were JIM FLYNN, Director; DAVE MOTT:  
and DICK JOHNSON.

CENTRALIZED SERVICES (EXHIBIT )

FTE's

MR. FLYNN stated they had transferred the Field Services Super-  
visors' Offices from Centralized Services to the Administration  
Budget. This amounts to 22.5 FTE's. This is included in the  
OBPP but not LFA. The primary reason was budget control. There  
was also \$735,000 FY84 and \$745,000 FY85 which transferred.

EQUIPMENT VEHICLE REVOLVING ACCOUNT (Tape #46 Side A-037)

MR. FLYNN stated for a few years, the Department has been trading-in  
their vehicles at 85,000 miles. Based on this policy, they are  
requesting 44 new vehicles in 1984 and 43 new vehicles in 1985.  
These would be replacement vehicles. The Department did investi-  
gate the possibility of leasing. The Department's total average  
cost for operating is approximately \$.27 cents a mile versus  
\$.31 a mile to lease. The LFA has recommended 29 fewer vehicles.  
The Department would have to drive the vehicles longer than 85,000  
miles or reduce the expenditure level by reducing the mileage.  
The estimated amount of mileage that would be lost is 365,000  
miles.

This budget also includes two snowmobile groomers. The snow-  
mobile program is paid for from the sale of decals and a fuel  
tax on snowmobile fuel.

MR. FLYNN is requesting the Committee accept the OBPP figures  
for equipment in Centralized Services.

CONTRACTED SERVICES

The Department is asking for \$600,000 Contract Authority. In 1982  
the Department used the authority for 51 projects with an expenditure

of \$494,899. If the Department did not have this authority, it would have been forced to go through the Budget Amendment process. As an example, MR. FLYNN cited a study the Federal government contracted with FWP to perform a study in the Flat-head Basin. If the contract is \$50,000 or less, they can process it. If it is more than \$50,000, they must get a Budget Amendment.

#### CENTRALIZED SERVICES

##### MODIFICATIONS (Tape \$46 Side A-186 to 480)

Aircraft, Program Analyst, and a Purchasing Coordinator - this information is attached at the end of the minutes.

##### ECOLOGICAL SERVICES MODIFICATIONS (Tape #46 Side A-480 - end)

Elkhorn Wildlife Coordinator and Core Staff Financing - this information is attached at the end of the minutes.

(Tape #46 Side B-001)

There was a lengthy discussion on the reason there are so many studies. MR. FLYNN stated that with the continuing changes in the environment, i.e. new power plants, new dams, studies must be done to be sure the adverse effects on wildlife are kept at a minimum. Information must be gathered before decisions can be made.

##### ENFORCEMENT (Tape #46 Side B-048)

##### TRAVEL AND CONSERVATION OFFICERS

MR. FLYNN stated the 1981 Legislature established the Conservation Officer Program to increase enforcement of game laws by using non-enforcement personnel, primarily the biologists. FLYNN feels the program has been very successful. Increased law enforcement is available during peak periods at a minimal cost. Of the \$25,000 per year appropriated, approximately \$3,000 was allocated to each of the seven administrative regions for increased field travel. The remaining \$4,000 was used to sponsor an introductory Law Enforcement Training Program in Bozeman.

One hundred and five people participated in the Conservation Officer Program. They spent 5,006 hours in 1982, and drove 53,053 miles; made 5,058 field contacts; 27,219 check station contacts; made 596 fisherman contacts; 639 landowner contacts; totally wrote 86 citations; total sportsman contact 53,600. This relates to \$16,000 per year in the travel budget.

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REPRESENTATIVE STOBIE asked why these biologists didn't have travel in their other budgets. MR. FLYNN replied that in their role as Conservation Officers, they performed Law Enforcement duties. A little of the travel was done in their role as a Field Biologist.

(Tape #46 Side B-106)

MR. FLYNN stated that another problem in calculating travel was using FY1982 as the base year. Before the Special Session in 1981, there was a recommendation by the Legislative Fiscal Analyst to cut back the money allowed for travel to the departments. When setting the FY82 - FY83 budgets, the estimate for gas was high. The price of gas as it turned out did not rise as much as anticipated. Consequently, MR. FLYNN had his employees drive less miles in FY82 because the Special Session might cut the travel money. However, the Session let the Department use the extra money to travel more miles, but these extra miles did not occur until FY83. MR. FLYNN stated the Department used FY83 as a base year for their calculations because of this. MR. FLYNN asked the Committee to consider this and accept the FY83 base and also approve the \$16,000 for the Conservation Officer travel.

SENATOR SMITH asked if this extra travel meant more citations. MR. FLYNN stated yes. In 1980, they issued 3,543; 1981-4, 267; 1982-4, 575. MR. FLYNN stated that in 1982 (FY83) they issued more citations than ever before. He attributes this to a combination of getting out more to catch the violators, the Conservation Officer Program, and more people hunting.

MR. FLYNN stated they are making more contacts with landowners and sportsmen than ever before.

The travel funds were line-itemed, and the unused monies reverted back.

SENATOR JOHN MOHAR asked why not increase fines. MR. FLYNN stated that last session they did increase the fines. The problem the Department is experiencing is the Justice of the Peace is not charging enough. In many cases, the Justice has the discretion of charging up to \$1000. For one reason or another, they let the majority of violators off with a very small fine, like \$25. Unless there were to be a mandatory fine system, it is impossible for the Department to control fines. The fines go to the Warden's Retirement System. The total Department contribution to the Retirement System is 11%. Some of the 11% comes from the fines, the rest from the General License dollars.

MODIFICATIONS FOR THE ENFORCEMENT DIVISION

The following modifications were discussed on Tape #46 Side B-211 through Side B-672. A detailed description is included in EXHIBIT C from February 7, 1983 minutes:

1. Bighorn River Enforcement
2. Forensic Lab
3. Colstrip Warden
4. Game Depredation
5. Mobile Checking Station
6. Reward System
7. Grizzly Relocation
8. High Band Radios
9. Outfitter Council Per Diem
10. Reward Program

WILDLIFE DIVISION (Tape #46 Side B-690 & Tape #47 Side A-001)

MODIFICATIONS

The following modifications were discussed on the above sited tapes, ending on Tape #47 Side A-087. A detailed description is included in EXHIBIT C from February 8, 1983 minutes:

1. Student Stipend
2. Increase Field Surveys
3. Economic Study

PARKS DIVISION (Tape #47 Side A-084)

PERSONAL SERVICES - FTE's

The difference of three FTE's between OBPP and LFA is the Department assuming the responsibility for maintenance of the Capitol Grounds around the State. The three FTE's are being transferred from the Department of Administration.

There is also a difference of .56 FTE. This is in the Kalispell Division to pick up a .56 FTE that was under the Green Thumb Program. The .56 FTE was Federal funding, but since the Program is being discontinued, the Department must now pick this up. The work must still be done.

SUPPLIES AND EQUIPMENT

Some of this is a direct result of assuming the maintenance of all the Capitol grounds.

MODIFICATIONS - PARKS DIVISION

The following modifications were discussed on Tape #47 Side A-141 through Side A-350. A detailed description is included in EXHIBIT C from the February 7, 1983 minutes:

1. Disposal of Land
2. Solicit Gifts
3. Improved Maintenance
4. Bighorn River
5. Engineer & Aid
6. Capitol Snow Removal

CONSERVATION EDUCATION (Tape #47 Side A-351)

MR. FLYNN stated that since 1980, they have cut six positions (in writing, radio work, and "MONTANA OUTDOORS") from this Division. In cutting these FTE's, they have shortened their scope of work, and have also come to rely much more on Contracted Services.

Now, by cutting Contracted Services, it eliminates too much of the program, in MR. FLYNN's estimation. MR. FLYNN requested that \$16,000 be put back in Contracted Services each year.

MR. FLYNN stated the Governor's Council on Management was critical of the Department in getting out information to the sportsmen and the public. He said the Department is trying to address this problem, but cutting back on Contracted Services would severely limit the Department's ability to function in this area.

SENATOR SMITH questioned this because of all the licenses the Department has been selling. The Department even had to turn people away.

MR. FLYNN stated that was not the problem, but that the general awareness of Montanans is very limited. For example, how the State Park System is operated, how the Coal Tax relates, and how they participate through the General Fund. There are also some parks the people in Montana are not aware of. MR. FLYNN stated the Department of Commerce does a fairly good job of promoting tourism outside the State of Montana, but not as much effort is made within the state.

TRAVEL - CONSERVATION EDUCATION

MR. FLYNN stated there was an Administrator who resigned in the base year of 1982, and consequently, there was not as much travel done. He requested that this be considered, and the Committee put back in \$6,000 that was deleted.

EQUIPMENT (Tape #47 Side A-442)

MR. FLYNN has a request for an \$8,000 editing machine. Because there was a position cut, the "film" part of the Division is a one-man operation. This editing machine could save 40% of that individual's time he now spends editing.

MODIFICATIONS - CONSERVATION EDUCATION

The following modifications were discussed on Tape #47 Side A-465 through Side A-660. A detailed description is included in EXHIBIT C from the February 7, 1983 minutes:

1. Youth Educator
2. Increase Promotion
3. Orphaned Animal

ADMINISTRATION DIVISION (Tape #47 Side A-661)

FTE's

With the reorganization, there is a transfer of the Regional Supervisors from the Centralized Services Division to the Administration Division. There are currently seven people in Administration, and they are adding 22.5 from the field.

MODIFICATIONS

The following modifications were discussed on Tape #47 Side A-685 to end, and on Side B to 053. A detailed description is included with the February 7, 1983 minutes:

1. Water Adjudication Attorney (Contracted Services)
2. Data Processing
3. Uniforms - Helena

UPGRADES

There were seven reclassifications - going from Grade 7 to Grade 8; and 10 other upgrades: Grade 8 to Grade 9; Grade 12 to Grade 14; three were Grade 10's to Grade 11; Grade 8 to Grade 12; Grade 12 to Grade 13; two were Grade 16 to Grade 17. The total was 17 reclassifications. Most upgrades were in the lower levels. This does not include the Wardens. There are a total of 443 FTE's, 80 are Wardens. So the upgrades of the 17 individuals is out of 360 FTE's. Of the Warden upgrades and the 80 employees, the upgrades did not affect the Administrators in Helena, the Warden Captains, nor the Warden Sergeants.

EXECUTIVE ACTION (Tape #47 Side B-150)

FISHERIES DIVISION

CONTRACTED SERVICES

The Department is requesting more Data Processing time on their current system, which is plugged into Bozeman. This is not a request for any more equipment. MR. FLYNN stated the Department conducts extensive surveys with wildlife and fishery license holders to determine, where they went, why, how they did. They add this information to their data base. The Department must pay for more time to accomodate all of the information. This \$5,000 request is included in the OBPP Budget, but not the LFA.

REPRESENTATIVE HEMSTAD MOVED TO ACCEPT THE LFA FIGURES FOR CONTRACTED SERVICES. MOTION PASSED WITH CHAIRMAN MANUEL VOTING NO.

SUPPLIES/MATERIALS

The LFA request does not include the \$5,000 in Fish Food. CAROLYN DOERING stated the Department used more Fish Food than what was shown on their records originally.

SENATOR SMITH MOVED TO ADOPT THE OBPP FIGURES FOR SUPPLIES/MATERIALS. MOTION PASSED WITH REPRESENTATIVE HEMSTAD AND STOBIE VOTING NO.

COMMUNICATIONS, TRAVEL, RENT, UTILITIES, REPAIRS, OTHER EXPENSES

REPRESENTATIVE HEMSTAD MOVED TO APPROVE THE LFA FIGURES. MOTION PASSED UNANIMOUSLY.

EQUIPMENT (Tape #47 Side B-276)

MR. FLYNN stated there are four basic differences in Equipment between the OBPP and the LFA:

1. FY84 OBPP included a Jet-Powered Boat for the Bighorn River. This would be a survey boat equipped with shocking gear. The total cost is \$14,000. The boat they use now on the river is transported from the Livingston area. The Livingston area is so busy, that they cannot get the boat until late in the year. MR. FLYNN stated that since the Bighorn River is a priority with the Department, it does need much more attention.

2. FY84 in OBPP \$10,000 for a facility at Intake, Montana fishing area to clean and process fish. MR. FLYNN stated during the run of the paddle fish, these huge fish are cleaned right there. With the \$10,000, they want to build a small building, with a table and water to accomodate this. This would be for all of the sportsmen to use. The \$3 tagging fee would cover most of the cost of this.
- 3&4. FY85 in OBPP \$38,000 for boat on Flathead Lake plus \$18,000 to equip it. MR. FLYNN stated there currently is a second-hand boat on Flathead Lake. It does accomplish the job, but the drawback is that it is so big, it cannot be transported to any other area. It is equipped with electronic apparatus to monitor fish deep in the lake. The boat is worn out.

DICK GILBERT stated that in FY84, he cut out the Department's number one priority - the Jet Boat; and the third priority - the building at Intake; and FY85 - he cut the Flathead Boat, which was the Department's number one priority for that year.

MR. FLYNN stated there was a man cleaning the area at Outlook. The reasons he stopped were two fold; there is a law that states you cannot sell the parts of game animals and fish, and secondly, he came because the market was good. He now is not as interested, because the market for paddle fish is better in other parts of the country. So there is not anyone else to contract with to do this.

SENATOR SMITH asked if the money couldn't be better spent by upgrading some of the hatcheries. MR. FLYNN responded that both these requests and the hatcheries are important. He couldn't say which was most important. He left that decision to the Committee.

SENATOR LAND MOVED TO ADOPT THE OBPP FIGURES FOR EQUIPMENT.

REPRESENTATIVE HEMSTAD MADE A SUBSTITUTE MOTION TO ACCEPT THE OBPP FIGURES MINUS THE JET BOAT IN FY84 AND MINUS THE FLATHEAD BOAT IN FY85. REPRESENTATIVES STOBIE AND HEMSTAD VOTED YES. CLAIRMAN MANUEL AND SENATOR LANE VOTED NO. SENATOR SMITH ABSTAINED. MOTION ENDED IN A TIE.

The OBPP figures had included all of the equipment requests, minus the data processing equipment and less 10%.

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REPRESENTATIVE HEMSTAD remarked that even though these are earmarked funds, all the rest of Montana State Government is just making do.

The meeting adjourned at 11:55 a.m. (Tape #47 Side B-674)

A handwritten signature in cursive script that reads "Rex Manuel". The signature is written in dark ink and is positioned above a horizontal line.

REX MANUEL, Chairman

JOINT HOUSE-SENATE APPROPRIATIONS SUBCOMMITTEE  
ON NATURAL RESOURCES  
February 11, 1983  
Department of Fish, Wildlife and Parks  
MODIFICATIONS

APPROVED

1. P68 Aircraft  
Revolving Fund FY84 \$200,000 FTE 0  
Centralized Services  
(Tape #53a, Side A-001)

The Department seeks funds to buy a new aircraft adequate for both field operations and transportation of Department personnel. They will trade in a 20-year-old aircraft to help finance the purchase. Trade-in value - \$30,000. MR. FLYNN testified they had researched three types of aircraft, and this was best for their needs. REPRESENTATIVE HEMSTAD asked why this was the only twin-engine they had looked at. MR. FLYNN responded that normally twin-engine costs are much more expensive. However, in the course of research, they came across this one, which was within costs.

This plane is cheaper per hour to operate, has twin engines, good for questionable and night flying (patrolling for spot light poaching), has a shorter landing and take-off requirement, has a "bubble-nose" for visibility, seats five besides the pilot. It costs \$80/hour to operate, which is the same cost to operate their present 20-year-old plane - without counting depreciation.

MR. FLYNN stated the primary use of the plane will be to plant fish in the mountain lakes.

Cost savings vs. charter is \$80/hour compared to \$180/hour on average for charter.

Ninety percent of the components come from America, but it is designed and assembled in Italy.

SENATOR BOYLAN MOVED TO APPROVE THE AIRCRAFT. MOTION PASSED WITH SENATOR SMITH VOTING NO. This aircraft will be funded from operations money in the Revolving Account and will cut down on Contracted Services. However, SENATOR SMITH felt that even though it can be paid for in current level, it all comes from license fees, and every year the Legislature has to keep raising their fees to keep up with operations.

TIE VOTE - NO RECOMMENDATION

2. Purchasing Coordinator  
Federal Funds FY84 \$23,234 FY85 \$25,298 FTE 1  
Centralized Services  
(Tape #53a, Side A-097)

This is to be funded with "overhead functions" from the Federal and Contracted Services money. The Department requests a coordinator to analyze requests for purchasing, researching proper quantities to purchase, and reviewing the cost effectiveness of equipment acquisitions. During FY 82, the Department spent \$2.6 million on supplies, materials, repair, maintenance, and equipment. MR. FLYNN stated that if they could effect a 1% cost-savings with more efficient controls, this would result in a net savings. DAVE MOTT testified that even though they go through the Central Purchasing Division, they do not have anyone to research competitive prices, especially on large items for parks, such as fencing, latrines, and cattle guards.

REPRESENTATIVE STOBIE MOVED NOT TO APPROVE THIS MODIFICATION. REPRESENTATIVE STOBIE, REPRESENTATIVE HEMSTAD AND SENATOR SMITH VOTED YES. CHAIRMAN MANUEL, SENATOR LANE, AND SENATOR BOYLAN VOTED NO. MOTION FAILED BECAUSE OF A TIE VOTE. SENATOR BOYLAN felt that because the equipment purchased by the Department is so extensive, the need a coordinator, REPRESENTATIVE STOBIE

felt that out of 400 employees, someone on staff should be able to do this.

APPROVED

3. Program Analyst  
License Fund FY84 \$29,421 FY85 \$29,354 FTE 1  
Centralized Services  
(Tape #53a, Side A-197)

In the past, the Department has contracted with the Department of Administration for \$48,600 per year. The Department could hire an analyst for approximately \$30,000 per year. The current level budget has been reduced based on this modification. If the FTE is not approved, then \$48,600 must be restored to the budget to provide adequate funds to contract with Administration. If approved, it would be a cost savings of about \$18,000 per year.

REPRESENTATIVE STOBIE MOVED TO APPROVE THE MODIFICATION FOR THE PROGRAM ANALYST. MOTION PASSED UNANIMOUSLY.

NOT APPROVED

4. Training and EEO  
License Fund FY84 \$12,000 FY85 \$12,000 FTE 0  
Centralized Services  
(Tape #53a, Side A-219)

The Governor's Council on Management was critical of the Department in that they do not spend enough time on training supervisors in Personnel Management. This type of program is needed to ensure that the Department is in compliance with EEO and Affirmative Action Guidelines, and to improve management skills.

The Council has also recommended reviewing and updating job descriptions, implementing a Performance Appraisal System and to monitor its use, and to develop a formal program of instruction based on training needs.

REPRESENTATIVE HEMSTAD pointed out that the State follows an Affirmative Action Program, and asked how FWP fits into this. MR. FLYNN stated that the Department of Administration administers the Plan, and ranked FWP the lowest in State government for compliance with that Plan. The training requested is not strictly for EEO, but all phases of personnel management.

REPRESENTATIVE HEMSTAD stated that this type of training on EEO and Affirmative Action could be done in a very short period, by people from Administration, and should not require extra dollars.

REPRESENTATIVE STOBIE MOVED TO DENY THIS MODIFICATION. MOTION PASSED WITH SENATOR LANE AND CHAIRMAN MANUEL VOTING NO.

NOT APPROVED

5. Core Staff Financing  
License Fund FY84 \$100,683 FY85 \$100,461 FTE 3.92  
(Tape #53a, Side A-282)

Prior to the 1979 Session, the Department was experiencing problems with having to contract with biologists for certain projects for a period of time, then having to let the biologist go. The Department would then get another project, and have to start all over again in finding an available biologist, orienting him, and only to have the biologist again leave when the project was done.

The 1979 Session began "Core-Staff Financing." There was authorized a certain number of FTE's at specified dollar level to fund those biologists to do Department projects, in between contract projects. This allows the Department to have increased research capabilities, as well as keeping knowledgeable professionals on staff when the contracts do come up.

Five FTE's were originally authorized. Because the Department did not use all of the FTE's, they were cut back to 1.08 FTE's. MR. FLYNN asked the Committee to authorize the five FTE's and the \$100,000 per year so these professionals would be available. These people are to fill-in between contracts.

SENATOR SMITH asked what if there are no contracts. MR. FLYNN stated they would not hire any new FTE's if the contracts did not come in.

The funds are to cover the staff until contract monies arrive. When they are not on contracts, they would be funded by License Fees.

CHAIRMAN MANUEL noted that the "Core-Staff" has saved the Department a lot of money.

SENATOR SMITH clarified that if there were no contracts, the Department would be authorized to spend \$100,000 each year.

REPRESENTATIVE HEMSTAD MOVED TO DENY THIS MODIFICATION. MOTION PASSED WITH CHAIRMAN MANUEL AND SENATOR LANE VOTING NO.

TIE VOTE - NO RECOMMENDATION

6. Elkhorn Wildlife  
Coordinator

License Fund FY84 \$28,044 FY85 \$27,982 FTE 1  
Wildlife Division  
(Tape #53a, Side A-446)

The Department requests to continue a position established through Budget Amendment. The Coordinator supervises development and management of the wildlife monitoring studies being done by the U. S. Forest Service and the Department in the Elkhorn Mountains. MR. FLYNN stated this is a pilot program for the nation. It is a cooperative venture with the Forest Service. The Forest Service was paying 75%, the Department 25%. The Forest Service has now stated they intend to go 50%-50%.

It is the hope of the U.S. Forest Service and the Department that this unique kind of a program be utilized to answer future questions of "wilderness vs. non-wilderness."

MR. FLYNN emphasized that this is a one-of-a-kind program. The request includes the State's share of the total program, including salary, travel, equipment, etc.

SENATOR LANE MOVED THAT THIS MODIFICATION BE APPROVED. SENATOR LANE, SENATOR BOYLAN, AND CHAIRMAN MANUEL VOTED YES. REPRESENTATIVES STOBIE AND HEMSTAD VOTED NO, AND SENATOR SMITH VOTED NO. MOTION FAILED BECAUSE OF A TIE VOTE. The three voting yes felt MR. FLYNN had justified the program and it had merit. The three who voted no did not want to assume another program started by the Federal government.

APPROVED

7. Bighorn River  
License Fund FY84-\$44,464 FY85-\$44,952. FTE 1.41  
Fisheries Division  
(Tape #53a, Side A-593)

MR. FLYNN stated that the Bighorn River is new since last Session. The State regained jurisdiction in 1981 due to a U.S. Supreme Court decision. MR. FLYNN stated the river is a priority because it was unattended by the State for six years during the dispute with the Crow Indians. He said it has a reputation as the best brown trout stream in the nation. Mr. FLYNN has been advised by the attorney who represented the State in the court battle that the State could lose the river if it is not managed in a prudent and responsible manner.

The request includes a biologist, who will be spending about 80% of his time on the river, one person for creel census, and .41 FTE to aid in stocking. (The original request was for 2.41 FTE and \$58,394 in FY 84; \$58,882 in FY 85.)

MR. FLYNN stated he has dropped 80 FTE's the past three years. He does not have the flexibility to use people from other areas. He needs new FTE's for the Bighorn project.

The administration of the river will come out of the Billings office.

SENATOR SMITH MOVED TO APPROVE 1.41 FTE IN THIS MODIFICATION AND THAT THE FIGURES BE ADJUSTED TO REFLECT THIS. MOTION PASSED WITH REPRESENTATIVE STOBIE AND REPRESENTATIVE HEMSTAD VOTING NO.

TIE VOTE - NO RECOMMENDATION

8. Hydrologist  
License Fund FY84 \$10,000 FY85 \$12,500 FTE 0  
Fisheries Division  
(Tape #53a, Side B-030)

The Department requested to contract with MSU for a Hydrologist to provide expertise on projects to improve conditions for fish, game, and the landowners. This help is also needed to continue work on the Streambed Preservation Project.

Reduced Federal Funding in the Soil Conservation Service will greatly reduce engineering assistance to landowners. MR. FLYNN stated the caseload is increasing.

REPRESENTATIVE STOBIE MOVED TO DENY THIS MODIFICATION. REPRESENTATIVE STOBIE, REPRESENTATIVE HEMSTAD, AND SENATOR SMITH VOTED YES. CHAIRMAN MANUEL, SENATOR BOYLAN, AND SENATOR LANE VOTED NO. MOTION FAILED BECAUSE OF A TIE VOTE. REPRESENTATIVE STOBIE felt the SCS should continue this. He did not feel the State could assume it.

APPROVED

9. Warm Water Fish  
Needs  
License Fund FY84 \$201,035 FY85 \$156,035 FTE 3.45  
Fisheries Division  
(Tape #53a, Side B-071)

The Fish and Wildlife Service plans to close the hatchery in Miles City. This would deplete the sole source of warm water fish production in eastern Montana. MR. FLYNN is asking for funds to keep the hatchery operating until they can get a study to decide what to do with it. MR. FLYNN stated that the buildings are in fairly good shape, but that the ponds and

water are bad. They will probably have to run a pipeline from the Yellowstone River to the hatchery.

Included in the FY 84 request is \$50,000 to contract with an engineering firm to estimate costs to renovate the hatchery at Miles City, or to build a new hatchery at Fort Peck.

The original request asked for 2.1 FTE in Miles City and .35 for a spawning crew. 1.5 FTE was for a biologist to study Fort Peck habitat and food problem.

REPRESENTATIVE STOBIE asked why one of the biologists in Glasgow couldn't study Fort Peck. MR. FLYNN stated there are three biologists there, but he would have to take them from their regular duties and reassign them. Then their regular duties would be left undone.

MR. FLYNN stated he currently has only one biologist in the Miles City Region, who must handle a very large area. He needs the 2.1 extra FTE's, a Hatchery Manager and Hatchery Worker, in the Miles City Hatchery to deal with the problems there.

CHAIRMAN MANUEL stated that at the Fee Increase Hearing, the general feeling was that the Miles City Hatchery is a priority.

REPRESENTATIVE HEMSTAD MOVED TO ACCEPT TWO FTE. SENATOR SMITH MADE A SUBSTITUTE MOTION TO ACCEPT 3.45 FTE. THIS DELETES THE .5 FTE BIOLOGIST AT FORT PECK, LEAVING THEM WITH ONE FTE BIOLOGIST AT FORT PECK, 2.1 FTE PLUS .35 SPAWNING CREW IN MILES CITY. THIS ALSO INCLUDES THE ENGINEERING STUDY, MAINTAINING MILES CITY, AND STUDYING FORT PECK. MOTION PASSED WITH REPRESENTATIVES HEMSTAD AND STOBIE VOTING NO.

- NOT APPROVED  
10. Bighorn River  
License Fund FY84 \$8,544 FY85 \$8,841 FTE 0  
Enforcement Division  
(Tape #53a, Side B-277)

This is for the increased travel costs associated with the management responsibilities of the Bighorn River.

REPRESENTATIVE STOBIE stated this Committee had increased the Department's travel budget already. MR. FLYNN stated the increase was based on the 1981 miles. The Department did not assume jurisdiction of the river until late 1981, and asked the Committee to consider this.

REPRESENTATIVE STOBIE MOVED THAT THIS MODIFICATION BE DENIED. MOTION PASSED WITH SENATOR LANE VOTING NO. SENATOR SMITH WAS EXCUSED.

- APPROVED  
11. Forensic Lab  
License Fund FY84 \$13,413 FY85 \$13,627 FTE .33  
Enforcement Division  
(Tape #53a, Side B-316)

This request is for operating support to help fund the work done by the lab for the Enforcement Division. The Division has

increasing need for the use of this facility to fulfill the enforcement functions in the identification of meat, blood, carcass parts and hair.

REPRESENTATIVE STOBIE MOVED TO APPROVE. MOTION PASSED UNANIMOUSLY.

APPROVED FTE - NOT FUNDING

12. Colstrip Warden  
License Fund FY84 \$-0- FY85 \$-0- FTE 1  
Enforcement Division  
(Tape #53a, Side B-343)

MR. FLYNN stated he has had an ongoing problem in this area. For three years, he has tried, unsuccessfully, to get the Coal Board to help finance a warden. The workload has been increasing because of the energy development bringing the increased population. The monies requested would totally finance a warden, including vehicle, sidearms, etc. FY 84 \$37,893; FY 85 \$38,562.

REPRESENTATIVE HEMSTAD stated this problem is directly related to the increase in population, and it should be the responsibility of the Coal Board. MR. FLYNN agreed, and stated he has been trying.

SENATOR BOYLAN MOVED TO ACCEPT THE ONE FTE ONLY, WITH NO FUNDING. IT IS THIS COMMITTEE'S INTENT TO WRITE A LETTER TO THE COAL BOARD ASKING THEM TO ASSUME THEIR RESPONSIBILITY AND FUND THIS POSITION. MOTION PASSED UNANIMOUSLY.

APPROVED

13. Game Depredation  
License Fund FY84 \$39,122 FY85 \$41,671 FTE 0  
Enforcement Division  
(Tape #53a, Side B-406)

The expanded program of landowner relations dictates the need for increased funding to help relieve game damage on private lands. The current level budget is approximately \$65,000 per year. The money is used primarily to buy materials and supplies, such as fence to keep elk out. Ranchers and farmers stated at the Fee Increase Hearing they need more resources to keep elk and deer off their property.

CHAIRMAN MANUEL stated at the Hearing, this was a subject, and that there should be more done about this problem.

REPRESENTATIVE HEMSTAD stated landowners are going to continue to look to Fish, Wildlife, and Parks to solve all of their problems, when they should be taking care of things themselves.

MR. FLYNN stated the main problem is the mild winter, which makes many new babies. When the landowner has a problem, the Department provides the materials, and the rancher fixes it.

MR. FLYNN stated game depredation is a problem, and the Department attempts to deal with it through increased permits, transferring some animals, and working with the landowners. This request is only to increase the present program to take care of inflationary costs on the building materials and meet the demands they have been experiencing the past two years with the increased numbers.

MR. FLYNN feels it is a valid expenditure, and one the Department has been doing for thirty years.

SENATOR BOYLAN MOVED TO DENY THE REQUEST. SENATOR LANE MADE A SUBSTITUTE MOTION TO APPROVE THE REQUEST. MOTION PASSED WITH SENATOR BOYLAN AND REPRESENTATIVE HEMSTAD VOTING NO.

NOT APPROVED

14. Mobile Check Station  
License Fund FY84 \$38,961 FY85 \$39,292 FTE 1  
Enforcement Division  
(Tape #53a, Side B-569)

An aggregate position and travel costs are requested to provide a means of curtailing illegal hunting activities. This position would be used to hire a mobile crew to travel throughout the State for a six-week period. Since the limit was established on out-of-state hunters, illegal activities have increased. MR. FLYNN stated they would contract with law enforcement types, and perhaps some retired wardens. He feels it is a good concept.

REPRESENTATIVE STOBIE MOVED TO DENY. MOTION PASSED UNANIMOUSLY.

NOT APPROVED

15. Reward System  
License Fund FY84 \$10,862 FY85 \$11,439 FTE 0  
Enforcement Division  
(Tape #53a, Side B-577)

This system would be similar to Crimestoppers. Concerned citizens could report violations and receive a reward. A warden's district is such that many serious violations can go undetected without public participation. Reward monies would be established through public contributions and administered by a civic board of directors. The Department is requesting funding for administrative costs only. A Department employee will act as an advisor to the board.

MR. FLYNN stated there is a bill in this Session to authorize the program.

REPRESENTATIVE HEMSTAD stated that her program in Cascade County is through donations, and not public monies.

REPRESENTATIVE STOBIE MOVED THAT THE MODIFICATION BE DENIED. MOTION PASSED UNANIMOUSLY.

NOT APPROVED

16. Grizzly Relocation  
License Fund FY84 \$37,167 FY85 \$17,073 FTE 0  
Enforcement Division  
(Tape #53a, Side B-630)

MR. FLYNN stated that the Grizzly is becoming an endangered species. When a Grizzly does become a problem, FWP ends up killing it or transferring it. Lack of funds to deal with this in the past has made it difficult to transfer the animal because of the high cost.

The high cost in FY 84 is to purchase equipment to transfer the animal to British Columbia.

REPRESENTATIVE HEMSTAD MOVED TO DENY THE GRIZZLY RELOCATION MODIFICATION. MOTION PASSED UNANIMOUSLY.

APPROVED

17. High Band Radios

License Funds FY84 \$111,000 FY85 \$47,000 -0- FTE  
Enforcement Division  
(Tape #53<sub>b</sub> Side A-001)

The Enforcement Division currently utilizes low band radios for communications with sheriffs' offices, city police, highway patrol, and livestock enforcement personnel. There is presently a move by many state and local government agencies to convert low band radios to high band communications network. This requires FWP to replace its low band radios. County and municipal governments have already converted 57% of their equipment and 26% of the State conversion is complete. It is estimated that all agencies will be converted within the biennium.

REPRESENTATIVE STOBIE MOVED TO APPROVE. MOTION PASSED UNANIMOUSLY  
The Committee felt it was a necessity to keep in touch with other law enforcement personnel.

APPROVED

18. Outfitter Council

Per Diem  
Outfitter License Fees: FY84-\$6,400 FY85-\$6,400 -0- FTE  
Enforcement Division  
(Tape #53<sub>b</sub> Side A-011)

In a sunset audit completed by the Office of the Legislative Auditor on the Outfitter's Advisory Council, it was recommended that the Department pay travel costs for Council members. It is estimated the Council will meet seven times per year at a cost of \$913 per meeting.

SENATOR SMITH MOVED TO APPROVE THE MODIFICATION. MOTION PASSED UNANIMOUSLY.

APPROVED

19. Reward Program

Donations: FY84-\$30,000 FY85-\$30,000 -0- FTE  
(Tape #53<sub>b</sub> Side A-034)

This request is for authorization to spend reward monies, should the Reward Program House Bill be accepted.

REPRESENTATIVE HEMSTAD MOVED TO APPROVE. MOTION PASSED UNANIMOUSLY.

NOT APPROVED

20. Student Stipend

License Fund: FY84-\$19,000 FY85-\$19,000 -0- FTE  
Wildlife Division  
(Tape #53<sub>b</sub> Side A-049)

Due to a reduction of State and Federal funds for the University System, the Department must provide financial support for graduate student studies of Department-sponsored wildlife projects. They now sponsor two students. This request is to sponsor two more students.

REPRESENTATIVE STOBIE asked why they sponsor a scholarship. MR. FLYNN stated it is not a scholarship program. At both Universities in Montana, there are wildlife programs. The graduate students can conduct some of the research the Department needs done, under supervision, and at a much cheaper cost. So it is meeting the needs of the students and the Department.

MR. FLYNN cited some examples of the eagle depredation on sheep, and coyote impact on sheep.

JEANNA MARIE SOUNGHEY from the Associated Students of the University of Montana testified in support of the Department. She stated that \$26,000 the State contributes helps generate over \$300,000 a year in grants.

REPRESENTATIVE HEMSTAD asked if by adding two more students to the program, would this increase the grants. MS. SOUNGHEY stated she understood it was matching grant money, so it would. MR. FLYNN stated there was no increased revenue to the Department, but savings realized in less costly research.

REPRESENTATIVE STOBIE clarified that the Department does currently sponsor two students, one at each University, and to deny this modification would not affect the current program.

REPRESENTATIVE STOBIE MOVED TO DENY THE MODIFICATION.  
MOTION PASSED WITH CHAIRMAN MANUEL AND SENATOR BOYLAN  
VOTING NO.

SENATOR SMITH noted that the priority is to try and keep current level programs going.

NOT APPROVED

21. Increased Field Surveys

License Fund: FY84-\$138,257 FY85-\$144,806 .50 FTE  
Wildlife Division  
(Tape #53, Side A-160)

This request will fund additional travel and aerial surveys for a study designed to allow maximum hunter utilization of high deer and antelope populations through permits and increased hunting quotas. The study would also help minimize agricultural damage caused by big game animals on private lands.

MR. FLYNN explained that when these big game animal populations peak, the Department receives a lot of pressure from landowners to liberalize the season to get these numbers down. They normally take these counts about every three years. As they start to liberalize these seasons, MR. FLYNN feel it is extremely important to take more counts, in order to insure the numbers of these animals are not decreased too much.

This request is to enhance their management of the big game species. The Department had this problem in the 1960's and ended up with a serious shortage in the deer population. It took many years to correct the problem.

SENATOR SMITH stated that in his area, they are counted once a year.

CHAIRMAN MANUEL asked if the wardens didn't have a handle on this. MR. FLYNN stated to some extent, yes.

SENATOR SMITH MOVED TO DENY THE REQUEST. MOTION PASSED  
UNANIMOUSLY.

APPROVED

22. Disposal of Lands

License Fund: FY84-\$24,288 FY85-\$24,233 1.0 FTE  
Parks/Rec. Division  
(Tape #53<sub>b</sub> Side A-226)

The Department needs 1 FTE to implement an effective disposal program. Lands administered by the Department that no longer provide justifiable public benefit would be traded for areas with high recreational potential. MR. FLYNN stated every time they can sell one of these unuseable pieces of property, the money goes to the Trust Fund, and the interest can be used for operations and maintenance. Since last Session, they have disposed of one piece of property, and have three others ready to go. However, at this rate, MR. FLYNN feels they cannot get much done over the next few years. This is why he wants one person skilled in this area to step up this process.

SENATOR SMITH asked why the people already in the field dealing with purchases of land, also be the ones to take care of this disposal. MR. FLYNN stated this is a problem he's got, that the results of disposing are taking entirely too long.

SENATOR SMITH asked how much land there is to dispose of. MR. FLYNN said in this first go-around, there are four parcels that have been identified. As soon as these are taken care of, the same process will start again, hopefully at a much faster pace.

(Tape #54 Side<sub>b</sub> 067-103)

REPRESENTATIVE STOBIE MOVED TO ACCEPT THIS MODIFICATION WITH THE STIPULATION THAT THE DEPARTMENT REPORT BACK NEXT SESSION IN WRITING ON THE PROGRESS MADE, WITH SUCH STATISTICS AS HOW MUCH LAND WAS SOLD, AND FOR HOW MUCH. IT IS ALSO THIS COMMITTEE'S INTENT THAT THIS FUNDING BE LIMITED TO THE BIENNIUM AND BE CONSIDERED AGAIN AS A MODIFICATION. MOTION PASSED WITH SENATOR SMITH VOTING NO.

NOT APPROVED

23. Solicit Gifts - Parks

1/3 License Fund: FY84-\$35,833 FY85-\$24,948 -0- FTE  
1/3 General Fund  
1/3 Coal Tax  
Parks, Rec. Division  
(Tape #53<sub>b</sub> Side A-297)

MR. FLYNN stated this funding would implement an intensive program to solicit gifts of land and money from in-state and out-of-state corporations and private citizens. This is one way to enhance the State Park System.

SENATOR SMITH stated with the amount of money coming into the Department through Coal Tax and License Fees, he cannot see any justification for this request.

REPRESENTATIVE STOBIE MOVED TO DENY THIS REQUEST. MOTION PASSED UNANIMOUSLY.

APPROVED

24. Improved Site Maintenance

7/8 General Fund.  
1/8 Coal Tax  
Parks/Rec. Division  
(Tape #53<sub>b</sub> Side A-326)

This was a transfer from Contracted Services to Current Level - no increase in the Budget.

MR. FLYNN stated that 1.09 FTE are current level contracted services. The Department of Administration and the Labor Department stated that since FWP knows it will be needing this service every year, they must make it an FTE, instead of a contracted service. This FTE must also be provided all of the appropriate benefits. So 1.09 FTE is a transfer current level, but not an increase.

This request originally was for 3.06 FTE, FY84 \$59,193 and FY85 \$60,739.

1.97 is a new FTE and will be used in providing maintenance required due to the expanded use of a growing park system.

REPRESENTATIVE HEMSTAD asked how long the 1.09 had been working under contract, and how is this related to the Professor that has been working under contract at MSU for ten years. MR. FLYNN stated the 1.09 has been under contract for a number of years. CAROLYN DOERING, OBPP, stated the difference is that the 1.09 is under direct supervision of the Department and the Professor is not, and they are treated differently.

SENATOR SMITH asked if Contracted Services had been adjusted. CAROLYN DOERING said no, it had not.

SENATOR SMITH asked how much money is allowed for maintenance in purchases of parks in the Long Range Building Program. CHAIRMAN MANUEL, who is Chairman of the Long Range Building Committee, stated that the Department is asking for \$525,000 for operations and \$393,000 for development.

SENATOR SMITH asked if there is any duplication of those monies with the request in this modification. MR. FLYNN stated no, there was no duplication, as Long Range Building is for those parks that will be purchased, and this request is for what they have now.

SENATOR SMITH asked how the \$525,000 would be spent. MR. FLYNN stated it would be used to maintain the State Parks purchased with the Coal Tax money. 1/8 of the money in this modification would also be to take care of those parks purchased with Coal Tax. The other 7/8 would be for those parks purchased with General Fund monies.

REPRESENTATIVE STOBIE MOVED TO DENY BECAUSE THE 1.09 IS ALREADY IN CURRENT LEVEL, AND 7/8 IS GENERAL FUND.  
REPRESENTATIVE HEMSTAD MADE A SUBSTITUTE MOTION TO ALLOW 1.09 FTE AND THAT 1.09 BE SUBTRACTED FROM CONTRACTED SERVICES.  
MOTION PASSED WITH SENATOR LANE VOTING NO. This would give the Department that one employee who has already been working there anyway out of the same funding.

APPROVED

25. Bighorn River  
License Fund: FY84-\$13,483 FY85-\$14,292 -0- FTE  
Parks/Rec. Division  
(Tape #53, Side A-455)

MR. FLYNN stated this money would be for contracted services to maintain the recreational areas on the Bighorn River, which is now under the State's jurisdiction. It will be used to hire someone to clean-up around the fishing access sites, and to monitor for vandalism, etc.

REPRESENTATIVE HEMSTAD asked what was being done now. MR. FLYNN said not much. Since FWP got the area back, they are starting to get pressure to clean it up, put fences back up, clean up the latrines, etc.

SENATOR LANE MOVED TO ACCEPT THIS MODIFICATION. MOTION PASSED UNANIMOUSLY.

DELAYED ACTION

26. Engineer & Aide

Funding Varies: FY84-\$36,000 FY85-\$36,000 1.5 FTE  
Parks/Rec. Division  
(Tape #53b Side A-544)

The Governor's Council on Management recommended the Department prepare legislation to change the consulting requirement on construction projects from \$25,000 to \$100,000. This change will result in an increase in the number of projects the Department performs the engineering and architectural requirements on. Implementation of this recommendation will require an additional engineer and a part-time clerk. They request the addition of \$36,000 and 1.5 FTE to FY84 and FY85 in the Parks Division budget. The funding for these individuals would vary depending upon the project they were working on.

The Council and the Department estimate that approximately \$78,000 in professional consulting fees will be saved yearly. This results in a net cost savings to the Department of approximately \$42,000 annually.

MR. FLYNN stated that this expenditure is contingent on a Senate Bill legally changing the \$25,000 requirement.

MR. FLYNN stated that the savings realized would go back into the project.

DAVE MOTT clarified that when a project is bid, the engineering costs come right off the top. The remaining dollars are for the project. When the Department estimates a project at \$100,000 and the engineering costs end up at \$10,000, there is \$90,000 left for the project. MR. FLYNN stated these costs do not come out of this base budget, but out of the Long Range Building.

MR. FLYNN stated that by having this Engineer on staff, it would save on engineering costs. This savings could be realized by not bidding so much for the project, or using the extra money to put back into the project.

There was some confusion by the Committee on where the savings would be realized. If the Committee wanted to make an adjustment for the savings, should it come out of Contracted Services budget in Parks, or should it come out of the Long Range Building Program bidding process?

REPRESENTATIVE STOBIE MOVED NOT TO FUND AND DELAY ACTION UNTIL IT CAN BE WORKED OUT WHERE THE SAVINGS WOULD BE MADE. MOTION PASSED UNANIMOUSLY.

MODIFICATION WITHDRAWN

27. Snow Removal - Grounds Maintenance

CAROLYN DOERING, OBPP, stated this program was transferred from Department of Administration. It has already been addressed in the original budget.

REPRESENTATIVE STOBIE MOVED THAT THIS NOT BE TREATED AS A MODIFICATION AS IT HAS ALREADY BEEN ADDRESSED. MOTION PASSED UNANIMOUSLY. (CHAIRMAN MANUEL WAS EXCUSED AND SENATOR SMITH ASSUMED THE CHAIR.)

NOT APPROVED

28. Youth Educator

License Fund: FY84-\$6,498 FY85-\$6,577 .25 FTE  
Cons. Ed. Division  
(Tape #53<sub>b</sub>, Side B-106)

The Division is requesting .25 FTE to provide educational programs and field trips to an additional 15 or 20 summer youth camps per year. So many camps request this service that the current youth educator cannot attend more than 50% of the camps requesting this, even with the help of the regional information officers. MR. FLYNN stated he usually hires a teacher who has the summers off.

REPRESENTATIVE HEMSTAD MOVED TO DENY THE REQUEST. MOTION PASSED WITH SENATOR LANE VOTING NO. (CHAIRMAN MANUEL WAS EXCUSED.)

NOT APPROVED

29. Increased Promotional Effort

License Fund: FY84-\$43,024 FY85-\$46,849 -0- FTE  
Cons. Ed. Division  
(Tape #53<sub>b</sub>, Side B-173)

Studies indicate that the "Montana Outdoors" magazine needs increased promotional efforts to increase circulation and make the magazine more self-sufficient. Right now, there is a net loss. The magazine is only paying about 60% of its costs. The Governor's Council on Management has recommended increasing subscription rates, to sell artwork on a commission basis, and to conduct a promotional campaign to attract new subscribers.

MR. FLYNN stated that with this investment of \$43,000, he plans to get \$53,000 back. MR. FLYNN stated he is also raising the subscription rates within the next two months, and again next year.

MR. FLYNN stated the net loss in FY81 - \$113,798  
FY82 - 105,755  
FY83 - 124,633  
FY84 - 98,416  
FY85 - 91,208

MR. FLYNN stated that the FY84 and FY85 projections include this modification promotion and the subscription increases. But by 1985, the magazine will be carrying 75% of its costs.

SENATOR SMITH stated comments he hears is that the magazine should pay for itself or be discontinued. MR. FLYNN stated most the comments he hears is to keep it going. MR. FLYNN stated he is striving to make it self-sufficient.

SENATOR SMITH asked how many subscriptions are sold to Montanans. MR. FLYNN stated he did not have that information with him.

REPRESENTATIVE HEMSTAD felt that promotion should be left up to the Department of Commerce.

REPRESENTATIVE STOBIE MOVED TO DENY THIS REQUEST. MOTION PASSED WITH SENATOR LANE VOTING NO. (CHAIRMAN MANUEL WAS EXCUSED.)

APPROVED

30. Orphaned Animal Care  
License Fund: FY84-\$4,193 FY85-\$4,221 .25 FTE  
Cons. Ed. Division  
(Tape #53<sub>b</sub> Side B-257)

This will allow the Division to reinstate this program which was funded from the early 1950's through 1980. Due to budget constraints the program was not funded in FY82-83. Each year the public brings a number of young and injured wild animals/birds to the Department. With the addition of a .25 FTE and operating costs, Division staff could once again help orphaned and injured animals. The position is usually filled by a college student for the summer.

SENATOR SMITH asked what they are doing with the animals now. MR. FLYNN stated that unfortunately, they usually have to destroy the animal. This is hard to do with the public feeling.

REPRESENTATIVE HEMSTAD asked what the Department would be doing differently. MR. FLYNN said he would reinstate the program with compounds and cages, and feed the animals with scraps from the supermarkets.

REPRESENTATIVE STOBIE stated that in his area, orphaned animals have been cared for, and there is much public sentiment for this kind of a program.

REPRESENTATIVE STOBIE MOVED TO ACCEPT THIS PROGRAM. MOTION PASSED UNANIMOUSLY. (CHAIRMAN MANUEL WAS EXCUSED.)

APPROVED - LINE ITEMED

31. Water Rights Adjudication Attorney  
License Fund: FY84-\$30,000 FY85-\$30,000 -0- FTE  
Administration  
(Tape #53<sub>b</sub> Side B-315)

MR. FLYNN stated that if the need arises, he would like to be able to contract with an outside attorney who specializes in Water Rights Adjudication. This is to analyze and protect the Department's water rights and responsibilities on behalf of the sportsmen.

MR. FLYNN anticipates he will be able to handle this in-house, but in case he runs into problems, would like the ability to go outside.

MR. FLYNN'S original request was for \$39,326 FY84 and \$41,685 FY85, which includes 500 hours plus \$4,500 consultant, and \$4,500 printing and miscellaneous costs.

REPRESENTATIVE STOBIE asked if this legal council would be competing with private landowners. MR. FLYNN stated that if the Department had a water right filed, and a private landowner also had one filed, it would be in conflict. However, the Department filed on behalf of all sportsmen, and not just the State.

MR. FLYNN stated there are over 300 water rights filed by the Department.

REPRESENTATIVE HEMSTAD asked why this isn't in Contracted Services. She pointed out the DNRC had over 400 claims and did not ask for a modification.

DICK GILBERT, LFA, asked why the two staff attorneys couldn't handle this. MR. FLYNN stated that he hoped they could, and it was his intention to use them, but in case they get into trouble in this specialized area, he would like the ability to go outside.

VICE-CHAIRMAN SMITH asked MR. FLYNN if he would object to line-iteming this money, and would accept a lesser amount. MR. FLYNN stated to line-item was fine, as he only intends to use the outside attorney if he cannot handle the problem in-house. He would also accept a lesser amount.

REPRESENTATIVE STOBIE MOVED TO ACCEPT \$30,000 FY84 and \$30,000 FY85, AND THAT THIS BE LINE-ITEMED. MOTION PASSED UNANIMOUSLY. (CHAIRMAN MANUEL WAS EXCUSED.)

APPROVED

32. Data Processing

License Fund: FY84-\$51,500 FY85-\$51,500 -0- FTE  
Administration  
(Tape #53, Side B-473)

Included in FWP's original budget submitted to the Office of Budget and Program Planning was \$86,500 for computer equipment. OBPP withdrew the request until a data processing plan was developed by the Department. Since that time, FWP has authored a Data Processing Plan spanning the next five years and costing a total of \$155,000.

Over the current biennium, FWP is requesting \$103,000 be included and split evenly between FY84 and FY85. They propose to acquire the following data processing equipment:

Purchase microcomputers at 3 regional offices---\$41,000

- Microcomputers at regional offices would provide word processing reducing the effort to produce correspondence, federal and state reports, mass mailings, season settings, and everyday multidraft typing; process fisheries data such as thermographs, stream flow data, netting data, creel census data, fisherman log data, and fish hatchery data that is sent to a central location to be summarized with data from around the state. Microcomputers will be used to sell licenses left over after the drawings and damage hunt licenses; monitor vehicle mileage for better cost control; enforcement could monitor ticketed sportsmen; process data from traffic into parks; assist in processing fees collected from recreational areas; process data from wildlife check stations, count wildlife classifications, vegetation inventories, wildlife distribution, wing surveys, animal tagging and movement studies, waterfowl banding and recovery and wildlife harvest surveys. Overall the microcomputers would assist this agency in improving hunting and fishing opportunities for Montana sportsmen.

Word Processing for Montana Outdoors-----\$7,650

- Montana Outdoors at the present time has no word processing capabilities. This results in much difficulty in meeting publishing deadlines. Word processing would give them an efficient method to produce multidrafts of magazine articles.

Land Inventory System -----\$15,000

- Department of State Lands is implementing a centralized State Land System. Parks Division administers fishing access sites, game ranges and parks in our agency. FWP would utilize the State Lands System to monitor the liabilities, lease payments, facility inventory, annual visitation, parcel size, legal description and other management information. This computerized system would provide expedient and accurate information to improve overall management of State lands.

Microcomputer for Fish Hatchery-----\$4,550

- A microcomputer at a fish hatchery would enable them to determine the cost of rearing fish to a certain size. A microcomputer can also be used to monitor amounts of feed, water conditions, and other conditions to more efficiently raise fish. We request only one microcomputer at this time to test the results of such a project.

Wildlife Data Base-----\$25,000

- This would be a statewide wildlife habitat inventory system. FWP would be able to provide information by species to identify important wildlife habitat critical to the survival of individual species. This data base would be valuable for assisting various industries such as mining, oil and gas, timber, water development, etc. in identifying the impact of their projects on various wildlife species. This type of information has been frequently requested by these groups in the past and has not been available. This system was recommended by the Governor's Council on Management.

The Department would request the funds for computer acquisition be included in the Administration Division budget. A Department committee would be established to assure all purchases were made in accordance with our Data Processing Plan. Funding for the computer acquisition would vary depending upon the project involved.

REPRESENTATIVE STOBIE MOVED TO APPROVE THE DATA PROCESSING MODIFICATION. MOTION PASSED UNANIMOUSLY. (CHAIRMAN MANUEL WAS EXCUSED.)

APPROVED

33. Uniforms

License Fund: FY84-\$9,625 FY85-\$2,750 -0- FTE  
Administration  
(Tape #53<sub>b</sub> Side B-527)

The 1981 Legislature appropriated \$48,000 to FWP for uniforms for nonlaw enforcement personnel.

The Department spent the \$48,000 to acquire uniforms for its field-based employees. A complete uniform costs \$275.

Helena based personnel with field and public contact were not issued uniforms. If the Legislature feels it appropriate for these individuals to receive a uniform, it will require additional funds. At this time, FWP estimates 35 personnel are involved requiring an adjustment to the Administration Division budget of \$9,625 for FY84. The funds would come from the License Fund.

REPRESENTATIVE STOBIE MOVED TO APPROVE THE UNIFORMS. MOTION PASSED UNANIMOUSLY. (CHAIRMAN MANUEL WAS EXCUSED.)

NOT APPROVED

34. Economic Study

License Fund: FY84-\$196,630 FY85-\$208,428 -0- FTE  
Wildlife Division  
(Tape #53<sub>b</sub>, Side B-535)

The Department is requesting to contract with the University or a private consultant in order to provide an indepth report on the economical side of Fish and Wildlife. When economics enters into a decision, the Department has no knowledge nor ability to determine the dollar values of Fish/Wildlife. The Federal government has done a similar study on a broad basis, as has the State of Wyoming. MR. FLYNN feels that in these times of dollar accountability, this information would be valuable, and benefit the public as well as the Department.

MR. FLYNN stated it is not possible to determine what the total hunting and fishing is worth in relation to the State's overall economic fiber.

MR. FLYNN hopes that if this kind of an effort can be accomplished, that it will then be kept up to date, so this kind of an overall effort will never have to be gone through again.

SENATOR SMITH asked MR. FLYNN if he has ever asked any wildlife groups what they think of spending License Funds on a project like this. MR. FLYNN stated that he has.

DICK GILBERT, LFA, asked about the possibility of using existing studies. MR. FLYNN stated they do use studies by the Forest Service for some things, but they use Federal guidelines, which put a low value on deer and elk. For example, a hunter-day in the forest is compared on a national level, so in other areas of the country, a much lower value is placed on wildlife.

MR. FLYNN stated he wants to contract with someone outside the Department in order to get more objective data. If the Department did it, they may tend to place higher values than what it should be, and not be as realistic.

REPRESENTATIVE STOBIE held faint hope that this kind of a study might someday be valuable. He added that it could be useful at some time, but with these tight economic times, it does not seem feasible.

REPRESENTATIVE STOBIE MOVED TO DENY THIS MODIFICATION. MOTION PASSED UNANIMOUSLY. (CHAIRMAN MANUEL WAS EXCUSED.)

VISITOR'S REGISTER

HOUSE Subcommittee Natural Res COMMITTEE

DATE 2-8-53

[illegible]

FOIbM CC-22

EXHIBIT 11  
2-8-83

Helena, MT 59620  
December 15, 1982

SUBJECT: Governor's Council on Management - Recommendation #213

REORGANIZATION

The Council on Management has recommended a Fish, Wildlife and Parks reorganization aimed at emphasizing planning, centralizing research and exercising more central control over regional activities.

Fish, Wildlife and Parks accepts these recommendations, but proposes to modify the Council on Management methods for achieving the desired results.

1. More Central Control Over Field Activities in the Region. Council on Management has recommended the elimination of the associate director and having regional supervisors reporting directly to the director. At present the organizational structure with an associate, deputy, and director is barely able to address the administrative needs of the agency. This is due to the transitional needs at present for Fish, Wildlife and Parks to become more involved and responsive to other state agencies as well as more cognizant of the management needs of a resource agency. This transition is not complete, though well started. In addition, when coupled with other Council on Management recommendations, intensified management will be required.

As a result, Fish, Wildlife and Parks proposes the associate director position remain in place and that a division administrator be placed in charge of the Field Division which would include the regional supervisors and their accompanying clerical staff. This division administrator would report directly to the director.

This approach would maintain the needed management capability for completing the transitory task still remaining and provide central control on field activities as well as to provide direct accountability to the director. The department agrees in principal with the Council recommendation regarding qualifications of regional supervisors and will address this as positions are filled in the future.

December 15, 1982

2. Centralizing Research

Council on Management has recommended a combined Division of Planning, Research and Special Projects. With respect to research and special projects, Council on Management felt that a combining of these would result, over a period of time in increased efficiency resulting in cost and personnel savings.

Fish, Wildlife and Parks feels that a further step be taken which would ensure the elimination of potential duplications and inefficiencies. Fish, Wildlife and Parks proposes that research and special projects be assigned to the Fisheries Division or the Wildlife Division depending on the project.

In this matter the administrators of these two divisions would have the total responsibility for research management and special projects within their resource area. We agree a data management plan is needed for the department. The division administrator will develop and implement a program within the responsibilities of their respective division.

Should the need arise for interdivisional coordination the associate director could serve that role.

3. Emphasizing Planning.

Council on Management has noted a lack of department-wide priorities and sense of direction for Fish, Wildlife and Parks activities into the future. It has recommended increasing Fish, Wildlife and Parks' planning, resulting in department management by objective.

Fish, Wildlife and Parks concurs with the need for planning and proposes the effort be of unit status and assigned to the director's office because of its potential for major impacts upon overall Fish, Wildlife and Parks' activities.

The foregoing would result in an organizational structure as follows:

Director

Associate	Field	Planning	Deputy
	Division	Unit	
Fish Division			Enforcement Division
Wildlife Division			Information Division
Parks Division			Centralized Services Division
			Legal Unit

This structure would emphasize planning, centralize research and provide more emphasis on field activities as the Council on Management has recommended. It would also allow the needed management personnel, as viewed by Fish, Wildlife and Parks, to achieve those recommendations.

This structure would result in establishing one more unit leader than we now have. In addition, there would not be the savings of the associate director position as recommended.

However, the adoption of the three basic concepts as provided by Council on Management coupled with the foregoing organizational structure will, in Fish, Wildlife and Parks' opinion, provide the best opportunity for achieving the increased efficiency and cost savings the Council on Management outlined over the next three to five years.

This structure would provide the opportunity to review the specific recommendations made by the Council on Management regarding the following positions:

1. Habitat Preservation Coordinator, Fisheries and Habitat Preservation Coordinator, Ecological Services
2. Pollution Control Biologist, Ecological Services
3. Water Resources Supervisor, Ecological Services

December 15, 1982

#### 4. Water Rights Supervisor, Ecological Services

Fish, Wildlife and Parks does not recommend implementing the Council on Management proposals at this time regarding the four positions mentioned. However, by implementing the aforementioned organizational structure along with the consolidations mentioned, Fish, Wildlife and Parks will further review the positions to determine their future position in state government.

Fish, Wildlife and Parks' view on each position are:

1. Habitat Preservation Coordinator position in Fisheries deals with a workload stimulated by the 1975 Natural Streambed and Land Preservation Act. Fish, Wildlife and Parks serves as an advisor to local conservation districts in the processing of permit applications by local landowners to alter stream banks or channels in Montana. This is a statutory role requirement for Fish, Wildlife and Parks.

Habitat Preservation Coordinator position in Ecological Services deals with a workload stimulated by a 1963 state law which prohibits subdivisions of state government from altering stream channels without the approval of Fish, Wildlife and Parks. This also is a statutory requirement for Fish, Wildlife and Parks.

The first position deals strictly with the private sector and generates a workload of about 600 applications in a normal year.

The second position deals strictly with state and local governmental units and generates a workload of about 150 applications in a normal year. These applications are quite complex and detailed and primarily deal with highway construction. For example, a highway project of 12 miles constructed along 12 miles of stream may constitute one of two or three permits, however, each permit may be for 12 miles or 6 miles or 4 miles of alterations.

The combining of these two positions in the Fisheries Division will allow for us to seek consolidation and reduce any duplication that may exist. Given the differences in permits and accompanying workloads, Fish, Wildlife and Parks does not recommend eliminating one of these positions at this time.

December 15, 1982

2. The Pollution Control Biologist position deals with water quality and that is a primary purview of the Department of Health and Environmental Sciences. This position developed in Fish, Wildlife and Parks primarily because of a need for fisheries expertise at the Department of Health and Environmental Sciences. Close coordination in the fisheries water quality area was also needed to reduce duplication of effort by both agencies. The Council on Management has indicated this position should be eliminated.

Fish, Wildlife and Parks does not agree. Department of Health and Environmental Sciences may be willing to do more in this area, however, their lack of resources prevents them from doing so. It may be possible to conduct a dialogue with Department of Health and Environmental Sciences which could achieve the desired results through a cost share position or a Fish, Wildlife and Parks' contract with Department of Health and Environmental Sciences for necessary work.

However, it should be kept in mind that Fish, Wildlife and Parks is the state agency which, by law, is responsible for the states fisheries resources. As such Fish, Wildlife and Parks has, through the years, developed a significant level of expertise regarding our fishery resource. It is questionable in our minds that this expertise needs to be developed in another state agency.

Our proposed organization could work toward these goals, however, until such an accommodation is achieved, the present position should remain in place.

It is important to note that the philosophy behind the development of such a position is one of expending money and manpower on a matter of high priority within Fish, Wildlife and Parks even though direct statutory responsibility lies with Department of Health and Environmental Sciences.

3. The Water Resources Supervisor and Water Rights Supervisor are positions that have materialized through a process that places a high priority within Fish, Wildlife and Parks for a function that may rest with another entity.

These positions now deal with protecting Fish, Wildlife and Parks' water rights in existence and securing instream flows in the future. This activity includes representing Fish, Wildlife and Parks in permitting processes at both the state and federal level for electrical generating permits, water

allocation procedures, proposed dam construction, as well as defending and protecting those permits now in place for Fish, Wildlife and Parks' owned or leased properties.

There is no state agency which acts on behalf of all state agencies with respect to water matters. As a result, it is incumbent upon Fish, Wildlife and Parks to maintain such positions.

It may be possible that consolidations achieved through the proposed organizational structure could result in a lessening need for two positions, however, until such consolidation takes place and performance is assured, Fish, Wildlife and Parks does not concur with the Council on Management recommendations for these two positions.

At this time it is difficult to determine the cost savings which may result from the reorganization. Cost savings realized upon implementation of the reorganization will be reflected in future reports.

\_\_\_\_\_  
Internal Coordinator

\_\_\_\_\_  
Date

EXHIBIT 15  
2-8-83

DEPARTMENT OF FISH, WILDLIFE AND PARKS  
Analysis of Fish Food Usage  
Fiscal Year 1982

Fish food carry forward from Fiscal Year 1981	\$18,877
Fish food purchased in Fiscal Year 1982	<u>75,346</u>
Fish food available for usage in Fiscal Year 1982	94,223
Fish food balance at June 30, 1982	<u>12,978</u>
Fish food usage during Fiscal Year 1982	<u><u>\$81,245</u></u>

Fish food purchased in Fiscal Year 1982	\$75,346
Fish food carry forward from Fiscal Year 1981	<u>5,899</u>
Fish food usage during Fiscal Year 1982	<u><u>\$81,245</u></u>

2-8-83

DEPARTMENT OF FISH, WILDLIFE AND PARKS  
PR - DJ Revenues  
Fiscal Years 1982, 1983, 1984, and 1985

<u>Division</u>	<u>1982 Actual</u>	<u>1983 Budget</u>	<u>1984 Budget</u>	<u>1985 Budget</u>
Ecological	\$310,364	\$261,074	\$235,424	\$235,424
Fisheries	677,218	422,261	333,258	333,258
Enforcement	60,527	71,775	66,618	67,444
Wildlife	<u>2,153,476</u>	<u>2,229,450</u>	<u>1,600,000</u>	<u>1,600,000</u>
Total	<u>\$3,201,585</u>	<u>\$2,984,560</u>	<u>\$2,235,300</u>	<u>\$2,236,126</u>

	<u>Biennium Totals</u>
1982-83	\$ 6,186,145
1984-85	<u>4,471,426</u>
Decreased PR-DJ Revenues	1,714,719
Loss in Overhead (10.5%)	<u>180,045</u>
Total Decrease in PR-DJ Revenues	<u>1,894,764</u>

2-8-83

PRIORITY LISTING OF HATCHERY  
REPAIRS AND REPLACEMENT

AND

HISTORY AND PRODUCTION OF MONTANA'S  
SEVEN STATE FUNDED FISH HATCHERIES

Prepared by: Arthur N. Whitney  
Emmett L. Colley

Date: December 29, 1982

Priority Listing of Hatchery  
Repairs and Replacement

1. Move Flathead Lake Salmon Hatchery operation to Creston flowing well site.  
\$ 455,000
2. Construct new hatchery building and increase rearing capacity at Big Timber.  
\$ 500,000
3. Rebuild the major portion of the raceway system at Great Falls.  
\$1,900,000
4. Repair 16 raceways at Anaconda.  
\$ 230,000
5. Replace four raceways at Lewistown and remodel the original hatchery building roof.  
\$ 90,000
6. Replace old, energy-inefficient residences, one each at Big Timber and Anaconda.  
\$75,000 each                      \$ 150,000

HISTORY AND PRODUCTION OF MONTANA'S  
SEVEN STATE FUNDED FISH HATCHERIES

Flathead Lake Salmon Hatchery  
Somers, Montana

The Flathead Lake Salmon Hatchery site was selected in 1911 and was the first state fish hatchery to be constructed with state funds. The Anaconda hatchery, which was the first state fish hatchery, was reportedly built by Marcus Daley and donated to the state.

This station has been the receiving station for many wild trout and salmon taken at different spawning stations throughout the Flathead River drainage. Up to eight rainbow, cutthroat, and grayling stations have operated during the spring months. During the fall and early winter months the Somers hatchery received as many as 10 to 12 million kokanee eggs that were taken from Flathead Lake and surrounding area. These eggs were eyed and many of them sent to other state hatcheries as well as neighboring states.

In recent years the land surrounding the spring area has been sold for private development. With new homes and land use the hatchery water supply has been disrupted, siltation has increased, and the flow has been reduced to 385 gallons per minute. Livestock trampling in the spring area cause a constant silt problem and we occasionally encounter losses on the green eggs due to silt smothering them. Recent management requests are for the kokanee to be reared to 1- to 2-inch size rather than being released as newly hatched fish. Rearing the fish to a larger size requires additional rearing ponds. This cannot be accomplished at the present site with decreasing water flows. It has been recommended in the long-range building program budget that the present hatchery be closed and the operation moved to a state-owned artesian well site south of Creston, Montana. This water supply will allow us to rear greater numbers of fish to a larger size.

The annual production of the Flathead Lake Salmon Hatchery is approximately 2,500,000 kokanee salmon and cutthroat weighing 1,200 pounds.

The entire production of this station is planted in lakes in Regions 1 and 2.

Jocko River Trout Hatchery  
Arlee, Montana

Funds were appropriated in 1947 to purchase the Jocko River Ranch from George Ripley. Only the earth type ponds and one residence remain of the original purchase. A new hatchery building, ten 100' by 10' raceways, two residences, and a four-stall garage were constructed. In 1963 five brood ponds and a spawning house were built. This unit was designed to protect the rainbow brood from vandalism and other problems that are encountered when brood fish are exposed to public viewing.

A new modular home was purchased in 1973 to replace the dwelling that was on the site when the state purchased the hatchery. All the buildings are in very good condition and only need routine maintenance. The furnace in the hatchery building is in need of repair. This item is budgeted for and recommended for replacement in 1985.

For many years the Arlee hatchery was the home of the westslope cutthroat and Arlee rainbow broodstocks. After completion of Corps of Engineers mitigation hatchery in Lincoln County in 1979 the westslope cutthroat brood were moved to the Murray Springs Hatchery. Only Arlee rainbow brood remain at this station. Between 6.5 and 7 million rainbow eggs are produced annually. Rainbow eggs from this stock have been shipped to state and national fish hatcheries throughout the United States and have received nationwide recognition as a quality product.

The entire production of the Arlee station is rainbow. The average annual production is about 200,000 to 250,000 fish weighing 24,000 pounds.

These trout are released in Region 1 and the northern part of Region 2.

-Washoe Park Trout Hatchery  
Anaconda, Montana

Funds were appropriated by the legislature in 1907 to construct a fish hatchery located at Anaconda. In 1908 one residence, an ice house, and hatchery building were erected. All the original buildings have had some repair and remodeling over the years. This original residence does need to undergo major remodeling to make it energy efficient or be replaced. The ice house has been converted to a walk in freezer that has been used for fish food products that needed refrigeration. It is also used by law enforcement during hunting season to freeze confiscated game. The hatchery building has undergone major repairs and changes over the years. In general the hatchery building is good. It should be insulated to reduce heating costs.

All the concrete raceways have been badly damaged by frost and should undergo major repairs (a current cost estimate from the A & E Division is attached). Also some minor problems exist on the warm water intake and 150 feet of the water supply line at the Warm Springs Creek crossing.

All the remaining buildings are in fair to good condition and only need day to day maintenance.

The annual production of the Anaconda hatchery is about 550,000 fish weighing approximately 22,000 pounds. Rainbow and cutthroat are the major species reared. Grayling, golden trout, and brook trout are also reared at this station. The later are only raised when requested by regional fish managers.

The majority of the fish produced at this station are released in the western half of Region 3, all of Region 2, and the southernmost part of Region 1.

DEPARTMENT OF ADMINISTRATION  
ARCHITECTURE & ENGINEERING DIVISION



TED SCHWINDEN, GOVERNOR

1500 EAST SIXTH AVENUE

STATE OF MONTANA

(406) 449-3104

HELENA, MONTANA 59620

December 20, 1982

RECEIVED

DEC 22 1982

FISHERIES DIVISION

Emmett L. Colley, Chief, Hatcheries Bureau  
Fisheries Division  
Department of Fish, Wildlife & Parks  
1420 East Sixth Avenue  
Helena, Montana 59620

Re: Tank Repairs  
Anaconda Fish Hatchery

Dear Emmett:

This letter is in response to your December 20, 1982, request for an estimate of the cost to repair the tanks at the Anaconda Fish Hatchery.

We estimate the total cost of repairing the sixteen tanks to be \$230,000.00. This cost includes removing some deteriorated concrete around the perimeter of the tanks, and pouring new reinforced concrete tank bottoms and walls. It is assumed that no piping work would be required.

The above cost is based on our estimate of mid-1984 construction costs, and includes full architectural services.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in dark ink, appearing to read "George T. Nolan, Jr.", written over a horizontal line.

GEORGE T. NOLAN, JR., Mechanical  
Engineer  
Design Bureau

ld

Giant Springs Trout Hatchery  
Great Falls, Montana

In 1922 Montana Power Company donated the land for a fish hatchery to the department. The Giant Springs Trout Hatchery water storage tank and residence were constructed in 1922. During the Public Works Administration six concrete circular ponds, four-stall garage, shop, residence, and pump house were constructed. In 1953 the old wooden stave water tank was replaced by a 50,000 gallon concrete water tank which was built in the city park. This property is now owned by the department. In 1971 one new residence was erected on newly acquired land east of the present hatchery site.

Monies have been requested in this biennium to replace some of the circular ponds with a system that would more efficiently utilize the area. With increased storage of water by Montana Power Company the present ponds do not have adequate drainage.

Rainbow trout is the major species reared at the Giant Springs Hatchery. Other species are also reared when requested by the regional fisheries managers.

The average annual production is 580,000 to 600,000 fish weighing 31,000 pounds.

These fish are stocked in Regions 4 and 6, in the Missouri, Sun River, Teton, and Milk river drainages.

Big Springs Trout Hatchery  
Lewistown, Montana

In 1921 the Montana Fish and Game Commission was authorized to enter into a 99 year lease with the City of Lewistown to erect a fish hatchery at the big springs south of Lewistown. At that time one residence and a hatchery building were constructed. Part of the original hatchery building is still being used. The original house was sold and moved off the hatchery property. During the depression years two large earthen ponds were excavated and rock retaining walls built. This work was accomplished by the Public Works Administration. After World War II the large hatchery building was erected to house indoor raceways, also four 8' by 100' raceways were constructed. In 1960 land was purchased about one mile north of the original hatchery site and 30 concrete raceways, two residences, a shop, and feed storage building were constructed. This increased the production of the Lewistown hatchery considerably, it became the largest production station in the state and continues to hold that distinction to date. One more residence was added to the hatchery in 1973.

The four concrete raceways built in the late 1940's have had extensive repairs due to settling and poor construction. The raceways need to be replaced with new structures. The original hatchery building should be tore down and replaced.

Rainbow, Yellowstone cutthroat, and kokanee are reared at the Lewistown hatchery with an annual production of 2 million fish weighing 110,000 pounds.

The Big Springs Hatchery has the greatest distribution of any state hatchery. Fish are released from there into lakes and reservoirs in all seven regions.

Yellowstone River Trout Hatchery  
Big Timber, Montana

In June of 1921 the Big Timber Rod and Gun Club raised \$1,000 and acquired the land and residence at the present site of the Big Timber Hatchery. They donated this acquisition to the department. During that year a small hatchery was erected to house troughs for rearing fish; several years later the hatchery was enlarged to house more troughs. The hatchery was then capable of rearing 1½ to 2 million small fish. In 1930 the hatchery building was enlarged to its present size. During 1939 the Public Works Administration constructed a three-stall garage, ice house and shop building, residence, and large dirt type raceways. Only one of these ponds is in use at this time. The other dirt type ponds have been converted to concrete brood ponds.

During 1930 through 1950 the Big Timber Hatchery was an egg receiving station to incubate brown trout, rainbow, and cutthroat eggs. The eggs were taken at spawning stations in Yellowstone Park, West Yellowstone, Harrison, and Georgetown lakes.

In 1960 this station was converted to the only domestic source of Yellowstone cutthroat. This was due to the lack of available eggs from Yellowstone Park. During the 1960's this strain of fish contacted a bacteria known as kidney disease. Due to the persistence of this disease the closure of this station almost became a reality. In the early part of the 1970's as a result of a continued effort by a new manager a new strain of cutthroat from McBride Lake was collected to begin a new broodstock. These fish also contacted kidney disease. With the use of medication and two new concrete raceways, the kidney disease was eradicated. This strain of cutthroat is becoming a very popular fish in areas where it can be used.

The McBride Lake cutthroat is the only strain of fish reared at Big Timber. Over 1 million eggs were produced in 1982, approximately one-half these eggs were shipped to other Montana hatcheries for rearing and release at a later date.

The hatchery building is in need of major repairs. A proposal has been submitted to construct a new hatchery building, a pipe line for additional water, and rearing ponds to meet the increased demand for this strain of cutthroat.

The average annual production of the Yellowstone River Trout Hatchery is approximately 580,000 fish weighing 6,000 pounds.

These fish are released in Regions 2, 3, 4, 5, and 6.

Bluewater Springs Trout Hatchery  
Bridger, Montana

In June 1947 the Montana Fish and Game Commission bought the Bluewater hatchery site for \$3,000. In 1949 a contract for \$69,000 was let to build a residence, garage, cold storage plant, and ten 100' by 10' concrete raceways. During 1954 one more residence was added. In 1956 a larger cold storage plant, office, and feed room was constructed. This was needed to store great amounts of beef by products to meet the demand for greater numbers of fish. Nine dirt type raceways were added later, after several years of poor production in these ponds six were converted to concrete ponds. In 1973 one more residence, shop, and truck garage was added to house the large fish distribution equipment.

Rainbow trout is the major species reared at Bluewater. McBride Lake cutthroat, kokanee, and brown trout are other species reared as needed to meet regional requests.

All the buildings, pipe lines, and ponds are in excellent condition and no expenditures are needed for repairs.

The annual production of Bluewater is approximately 850,000 fish weighing 55,000 pounds.

These fish are stocked in lakes and reservoirs in southeastern, south central, and southwestern Montana.

2-8-83

## Equipment Expenditures In Fisheries Program

For Fiscal Year 1982

<u>Expenditure Detail</u>	<u>Amount</u>
Agriculture and Landscaping	\$ 1,699
Construction	10
Data Processing Equipment	16,296
Household	750
Boats, Boat Trailers, & Motors	41,589
Office Equipment	5,256
Shop, Plant & Industrial	21,156
Photographic Equipment	1,033
Laboratory Equipment	3,180
Engineering	615
Trailers & Campers	6,655
Scientific Apparatus	10,027
Field Monitoring Equipment	36,962
Films	<u>8</u>

Total Fiscal Year 1982 Equipment Costs \$145,236

100/G

*\$43,000 spent on budget  
amendments related  
equipment.*

LX111017  
2-8-83

DEPARTMENT OF FISH, WILDLIFE AND PARKS

Helena, MT 59620

Report of Upgrades from June 26, 1981 to January 21, 1983.

Upgrades in career positions, resulting from changes in duties assigned to incumbents.

<u>From</u>	<u>To</u>	<u>Employee</u>	<u>Effective Pay Period Ending</u>
Clerk Steno III, G 7	Clerk, Gen. Office V, G 8	Bandle, Eileen	9/18/81
Clerk Typist IV, G 7	Clerk, Gen. Office V, G 8	Hughes, Janet	9/18/81
Clerk Typist IV, G 7	Clerk, Gen. Office V, G 8	Messmer, Paula	9/18/81
Clerk Typist IV, G 7	Clerk, Gen. Office V, G 8	Ruffato, Fay	9/18/81
License Clerk II, G 7	Clerk, Gen. Office V, G 8	Watkins, Marty	9/18/81
Clerk Typist IV, G 7	Clerk, Gen. Office V, G 8	Wesen, Lois	9/18/81
Clerk Typist IV, G 7	Clerk, Gen. Office V, G 8	Zaharko, Ellen	9/18/81

Above 7 reclassifications effected by State Personnel Division after audit of similar positions at 7 regional offices.

Secretary II, G 8	Word Processing Tech, G 9	O'Hara, Fran	6/11/82
Admin. Asst. IV, G 12	Personnel Off., G 14	Price, Olive	6/25/82
Maint. Worker III, G10	Maint. Worker IV, G 11	Hohn, Bill	7/23/82
Admin. Sec. I, G 10	Admin. Asst. III, G 11	Kraft, Nancy	8/6/82
Admin. Sec. I, G 10	Admin. Asst. III, G 11	Keil, Nancy	8/6/82
Maint. Wkr III, G 10	Maint. Wkr IV, G 11	Frazier, Doug	9/18/82
Sec. II, G 8	Program Manager II, G 12	Eby, Chris	11/12/82
Game Area Mgr. I, G 12	Game Area Mgr. II, G 13	Alt, Kurt	11/26/82
Biol. Supv., G 16	Res. Prog. Mgr. II, G 17	Graham, Pat	11/26/82
Res. Prog. Mgr. I, G 16	Res. Prog. Mgr. II, G 17	Colley, Emmett	12/11/82

Total Upgrades in 19 months: 17

4/H

2-8-83

### Number of 310 Projects

From the time 310 became effective in July, 1976 through January, 1981 our department biologists participated in 2,991 project inspections. This is an average of about 650 per year for this 4½ year period. These are concentrated in Regions 1 through 5 and have probably averaged 100-125 per year in Regions 1, 2, 4, and 5 and almost 200 per year in Region 3.



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PERSONNEL DIVISION

## CLASS SPECIFICATIONS

CLASS CODE	041030
GRADE	15
LAST UPDATED	3-14-75

OCCUPATIONAL  
GROUP

Biological Sciences

MONTANA CLASSIFICATION TITLE

Fisheries and Wildlife Biologist IV

### DESCRIPTION OF WORK

**GENERAL DUTIES:** Performs supervisory and professional activities in carrying out major regional or statewide segments of broad and complex biological management or research studies.

**SUPERVISION RECEIVED:** Works under general supervision of an administrative superior.

**SUPERVISION EXERCISED:** Exercises supervision over professional personnel as assigned.

### EXAMPLE OF DUTIES

Conducts research, management or development projects in assigned area of responsibility or assists in the administration of a fisheries or wildlife management region; supervises the compilation and analysis of data obtained from surveys and investigations; supervises the preparation of work plans and reports as required; keeps current in management and related fields through literature, meetings, workshops and correspondence; prepares budgets for assigned area of responsibility and directs activities within budgetary limitations; explains management principles and objectives at meetings and through other communication media in accordance with department policy; inspects planned or proposed programs involving habitat in assigned area of responsibility and reports on probable effects of such projects; performs related work as required.

### MINIMUM QUALIFICATIONS

**KNOWLEDGES:** Thorough knowledge of the techniques of investigation of plant and animal communities, methods of statistical analyses, report writing and administrative and supervisory principles.

**SPECIAL SKILLS:** Skill in the operation of fisheries or wildlife survey gear and instruments.

**ABILITIES:** Ability to communicate effectively verbally and in writing; to prepare detailed plans and specifications and to budget for effectively carrying out projects; to establish and maintain effective working relationships with employees and the public; to work out of doors under adverse working conditions.

**EDUCATION:** Master's degree in Fish and Wildlife Management or related biological science.

**EXPERIENCE:** Three years experience in fisheries and wildlife management or research biology, one year of which must have been as a Fisheries and Wildlife Biologist III

OR

Any equivalent combination of education and experience.

USER  
AGENCIES

All

As Noted Below

All Except Those Noted Below

NOTE: Duties described above are not necessarily all inclusive for this class.



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PERSONNEL DIVISION

# CLASS SPECIFICATIONS

CLASS CODE	041029
GRADE	14
LAST UPDATED	3-14-75

OCCUPATIONAL  
GROUP

Biological Sciences

MONTANA CLASSIFICATION TITLE

Fisheries and Wildlife Biologist III

## DESCRIPTION OF WORK

**GENERAL DUTIES:** Performs professional activities in carrying out assigned segments of broad and complex biological management or research studies.  
**SUPERVISION RECEIVED:** Works under general supervision of an administrative superior.  
**SUPERVISION EXERCISED:** Exercises supervision of personnel as assigned.

## EXAMPLE OF DUTIES

Conducts assigned management and development projects, surveys, and investigations; collects, compiles, and analyzes data obtained from surveys and investigations; prepares work plans and reports as required; keeps current in management and related fields through literature, meetings, workshops, and correspondence; explains management principles and objectives at meetings or through other available media in accordance with department policy; inspects planned or proposed programs for projects involving habitat in an assigned area and reports on the probable effects of such projects; performs related work as required.

## MINIMUM QUALIFICATIONS

**KNOWLEDGES:** Considerable knowledge of the techniques of investigation of plant and animal communities, methods of statistical analyses and of report writing.

**SPECIAL SKILLS:** Skill in the operation of fisheries or wildlife survey gear and instruments.

**ABILITIES:** Ability to communicate effectively verbally and in writing, to prepare detailed plans and specifications, to prepare reports; to establish and maintain effective working relationships with employees and the public; to work outdoors under adverse working conditions.

**EDUCATION:** Master's degree in Fish and Wildlife Management or related biological science.

**EXPERIENCE:** Two years of experience as a Fisheries and Wildlife Biologist II.

OR

Any equivalent combination of education and experience.

USER  
AGENCIES

All

As Noted Below

All Except Those Noted Below

NOTE: Duties described above are not necessarily all inclusive for this position.

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PERSONNEL DIVISION

POSITION  
DESCRIPTION

Personnel  
Use Only

(PIQ and PD combined 7/79)

The Position Description should provide a detailed statement of the duties and responsibilities assigned to an employee. As the building block of an effective personnel administration program, the Position Description must be completed to assist in classification, pay, recruitment, selection, performance evaluation, training, staffing analysis and other management functions. Thus, in order for this form to be effective, adequate time and effort must be expended in following its instructions, in understanding its intent and in completing it.

Each agency may decide who should complete the form. Considerations that affect this choice are the circumstances for completing it, the desire to stimulate employee participation and interest, and the authority and responsibility of management to determine the duties and responsibilities of positions. The form does require that management complete the sections concerning physical demands, supervision received and requirements. Signature blocks have been provided to allow larger agencies several levels of review and approval. Each agency should establish its own policy and procedure regarding the review and approval of the form.

Before proceeding, PLEASE READ THE ENTIRE FORM to understand how sections relate to each other and to avoid repeating information. If there are any questions about completing this form, contact your agency personnel officer or the State Personnel Division at 449-3871.

PLEASE TYPE OR PRINT CLEARLY

PART I: TO BE COMPLETED BY EMPLOYEE OR SUPERVISOR / MANAGEMENT

1	Classification	Current:	Title	Class Code	Grade	Position No.
		Proposed:				
2	Agency	Department, Agency or University Unit		Division or equivalent		
		Bureau or equivalent		Section or equivalent		Unit or equivalent
3	Address	City	Building & Street	Room Number	Business Telephone	
4	Prepared by:	Name of Employee:				
5		Describe the activity, function, product or service of the office or work unit in which the position is situated:				
6		DUTIES AND RESPONSIBILITIES OF POSITION:				
		Describe the duties, tasks and responsibilities of the position. Begin with a general statement of what the position does and then organize the description into duties and tasks beginning with the most important duties. A duty is a large segment or category of work performed and can be used to group related tasks. Task statements are effectively written by using the following format: an <u>action verb</u> , an <u>object</u> , an <u>output</u> and <u>how accomplished</u> . Use language that will enable a person not familiar with the work of the position to understand what is taking place in the work activities described. Avoid words that are not graphic, such as "assists", "develops", "handles", "processes" and "works with". Complete this section by estimating the percent of time spent on each duty.				
		<p>The incumbent is responsible for determining the occurrence, abundance and diversity of the fishery resource in the middle Missouri River project area. Similar information, as well as instream flow data, will be collected for the Holter-to-Great Falls reach of the Missouri. In addition, he is supervising the operations of the instream flow project funded by the Bureau of Land Management. Objective of this project is to determine streamflow requirements for the fishery resource, as well as wildlife, and to establish the framework for a hydraulic model upon which flow quantities will be based. Work on this type of project is largely innovative, and it is necessary to provide the BLM project biologist with a great deal of technical assistance.</p> <p>Work performed under the incumbent's federal aid project consists primarily of obtaining fish population estimates by electrofishing, seining and gill netting. Electrofishing in large rivers is still largely innovative, and requires extra effort to obtain information</p>				

%

on paddlefish utilization of the mid-Missouri area through radio tagging of individual fish. This radio telemetry will be used to determine barriers to upstream passage of paddlefish, streamflow levels required to negotiate those barriers, spawning locations and periodicity of spawning runs.

Selected fish species will be tagged, and return data will indicate utilization by fishermen in an effort to document economic value of the fishery resource. Information will be gathered on game and nongame fish species, as well as forage fish; on spawning, incubation and rearing areas, and this information will be correlated to instream flow needs. Incidental water quality data will be obtained.

A detailed, technical report is required for the biologist's federal aid project each year; he will also supervise preparation of the instream flow report and provide technical expertise.

5. continued from page 1

Missouri River designated by Congress as a wild and scenic river. In performance of this contract, it is necessary for this biologist to supervise a grade 13 biologist and another grade 8 temporary employee.

(Attach additional sheets if necessary)

**7 SUPERVISION EXERCISED:** List the position number and title of positions directly supervised.

Position No.	Title	Position No.	Title
32801	Fish & Wildlife Biologist		
32802	Fisheries Field Worker I		
22401	"		
22402	"		

Describe the nature of supervision exercised in the following areas: setting policies, objectives, work plans, work methods and priorities; assign review, evaluate, train, hire, discipline.

Objectives of both projects are given in the contracts; work plans and methods are outlined and monitored by this biologist. He will directly supervise the biologist in charge of the instream flow project and the two temporaries working on his own federal aid project, as well as furnishing technical expertise and general guidance to the temporary on the instream flow project.

**8 EQUIPMENT OR MACHINERY USED:** Indicate the percent of total work time.

Type	%	Type	%
Electrofishing boat, motors,			
motorcycle, 4-wheel drive vehicle,			
nets, seines, traps, flow			
monitoring and water quality			
equipment			

## 9 PERSONAL CONTACTS

Describe the types, reasons for and frequency of personal contacts necessary to perform the work of this position by using the following as a guide:

WHO		WHY	FREQUENCY
clerical	clientele	to provide information	daily
professional	general public	to make arrangements	weekly
management	private business	to negotiate	monthly
	etc.	to persuade	yearly
		to gather information	
		to elicit cooperation	
		to advise	
		etc.	

Indicate whether contacts are within work unit, within agency or external

The biologist will make professional contacts with clerical, management and professional personnel within the DFWP and USFWS. He will be the direct field contact with professionals within the BLM, source of funding for the instream flow project. He will make contacts with the public through supervision of creel censuses which may be carried out by temporary employees on both projects and prepare and present public information programs.

## 10 DECISIONS AND COMMITMENTS: SCOPE AND EFFECT

Describe areas, kinds and impact of decisions and commitments; the effects, influence and significance of the work of the position; the consequence of error and subsequent accountability, and limitations on the extent and finality of actions and decisions.

As with all contract work, time for these projects is limited. It is necessary to see that all work proceeds exactly on schedule, that needed information is obtained and properly documented and that a suitable report is prepared at the end of the projects to ensure future contracts with the federal government.

11 To the best of my knowledge, the duties & responsibilities described herein are accurate & complete.

Employee  
Signature:

*Robert K. Berg*

Date:

*Feb. 3 1980*

## 12 IMMEDIATE SUPERVISOR:

Name:

*John L. Thorsen*

Title:

*Reg. #4 Supervisor*

13 ADDITIONAL COMMENTS OR INCORRECT ITEMS:

## 14 SUPERVISION RECEIVED

Describe how this position is supervised by using the following as a guide:

1. How is work assigned, i.e., in what format, by whom, etc.? 2. How are work methods, procedures and priorities determined? 3. What guidelines, manuals, procedures & references are available & how are they used? 4. What assistance is available from others, i.e., supervisor, coworkers, outside specialists, etc.? 5. How is work reviewed, i.e., by whom, how often, by task, by objective, what methods, etc.?

Basic objectives are outlined in the contract, as well as sampling procedures to be followed. Work methods and priorities are determined by the biologist in charge of the project. Some literature is available for reference, but a great deal of the work is innovative. Technical assistance is given to, as well as received from, other regional fisheries personnel. Assistance from supervisory personnel in the Fisheries Division and Ecological Services Division is also available.

## 15 KNOWLEDGES, SKILLS AND ABILITIES

Describe the knowledges, skills and abilities (KSA's) that are specifically job related, essential to perform the work of this position and are essential for appointment to this position. Do not include those things typically learned on the job.

The abilities to plan, to write clearly and concisely, to get along well with the public, and to lead others are all necessary for the individual in this position. Because of the nature of the work involved, this person also needs a certain amount of mechanical ability to make minor repairs to electrofishing equipment. A great deal of technical knowledge is required to write a scientific report that can be understood by the general public as well as professionals. Which of the above can be used to distinguish superior performance?

Probably the technical knowledge, quality of the finished report, and ability to design innovative equipment features would distinguish superior performance.

## 16 EDUCATION AND EXPERIENCE

Describe specific kind, amount and level of education (curriculum, courses, specialization) and experience that indicate the source of KSA's and that can be used in selecting a person for this position.

Master's degree in fish and wildlife management plus several years of field experience on a large river project. (Sampling techniques are quite different on small streams.)

## 17 PHYSICAL DEMANDS AND WORKING CONDITIONS

Describe any physical demands, working conditions or job hazards that affect how the incumbent performs the job or that impose additional requirements in selecting a person for the position or that affect the complexity and nature of work.

This individual should be in good physical condition, as electrofishing equipment is very heavy, it is necessary to load boats on trailers, etc. Also, working with electricity in water can be dangerous.

18 To the best of my knowledge, the statements in Parts I and II are accurate and complete.

Supervisor's  
Signature: Wesley E. Thompson

Date: 7/7/80

## ADMINISTRATIVE REVIEW AND APPROVAL: Agency option except number 3

Comment: ☐ Additional comments attached

1. Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment: ☐ Additional comments attached

2. Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment: ☐ Additional comments attached

3. Agency Director or Designee: William E. Newby Date: 7-11-80

STATE OF MONTANA DEPARTMENT OF ADMINISTRATION		POSITION DESCRIPTION		Personnel Use Only			
PERSONNEL DIVISION							
Present Classification		Class Code		Classification Title (Current or Proposed)		Grade	
		41030		Fur-bearing Mammal Research Biologist		15	
						Position No. 00307/15833	
2 Agency		Department		Division			
		Fish and Game		Wildlife			
		Bureau		Section		Unit	
		Research					
3 Address		City		Building & Street		Room Number	
		Bozeman		Research Park Building, MSU Campus			
						Business Tel. 994-3285	
4 Personnel Division Use Only		New Title		Class Code		Grade	
						Position No.	
5		<input type="checkbox"/> Desk Audit <input type="checkbox"/> Field Audit		Effective Date of Action:			
6 General Statement of Duties and Responsibilities (Major duties and responsibilities of position)							
<p>Performs supervisory and professional activities in carrying out statewide programs on fur-bearing mammals. Works under the general guidance and direction of an administrative supervisor. Is responsible for fur-bearing mammal research study design and for supervision of subordinate research personnel.</p>							
7 Specific Statements and Examples of Duties and Responsibilities (itemized examples and specific statements)							
<p>Supervises, coordinates and conducts management and research studies on fur-bearing mammals inhabiting Montana. At present, statutory definitions include the following categories and species:</p> <p>(1) fur-bearing animals -- beaver, bobcat, Canada lynx, fisher, marten, mink, muskrat, otter (river) and wolverine;</p> <p>(2) predatory animals -- coyote, weasels and skunks; and</p> <p>(3) nongame animals -- badger, foxes and raccoon.</p> <p>Evaluates, modifies and designs statewide furbearer harvest surveys; these currently include annual fur-trapper harvest and fur-dealer surveys.</p> <p>Designs and coordinates statewide furbearer field surveys appropriate to increasing the knowledge of individual species occurrence, distribution and population trends.</p> <p>Designs, supervises and conducts field research studies to determine seasonal habitat requirements of all fur-bearing mammals in the state, with immediate emphasis on bobcat, Canada lynx and river otter.</p> <p>Supervises, collects and analyzes the necessary biological specimens for determining food habits of each fur-bearing species; also supervises and assists other department personnel in determining the distribution and status of prey items in these food habits.</p> <p>Is responsible for data compilation, analysis and reporting of all facets of incumbent studies; explains all such findings to other department personnel, other concerned state and federal agency personnel, trappers, fur-dealers, sportsmen and the general public.</p> <p>Provides liaison between the department, State Livestock Board and other state and federal agencies on matters pertaining to fur-bearing mammals.</p> <p>Coordinates and assists department wildlife management and law enforcement personnel in formulating annual fur trapping regulations.</p> <p>Coordinates efforts and prepares documents on evaluations of those fur-bearing mammal species recommended for addition or deletion to state and federal endangered, threatened, furbearer and predatory animal lists. Maintains the reference library and communications with the department's nongame biologist and other wildlife biologists necessary to perform these duties.</p>							

Title and Number of Positions Supervised			
Title	No.	Title	No.
College graduate research students (annually)	1-2		
Describe Nature of Supervision (How are work assignments made by incumbent; does incumbent review, approve, recommend approval of subordinates' work; does incumbent hire, recommend discharge, evaluate performance, etc.)			
Graduate student research projects to be designed and supervised in the field by the incumbent. All work assignments to 26 Fish and Wildlife Biologists and 10 game area managers on statewide projects, except harvest surveys, will be made seasonally through close cooperation and coordination with regional game managers.			
10	Equipment or Machinery used		
	TYPE	%	TYPE
	Desk Calculator	10	
	Programmable Calculator	5	
	Computer	10	
	Hand and power tools	5	
11	References, Manuals and/or Guides available to assist incumbent in performance of work (include statutes, regulations, etc.)		
	Montana Administrative rules		
	Montana Department of Fish and Game regulations		
	University and Department libraries		

Assistance is available from all department administrators, wildlife biologists and law enforcement personnel, as well as from similar personnel in other state and federal agencies.

13 Work Assignment Methods and Procedures (How is work assigned to position; what form is it in (such as penciled lay out, rough draft, etc.) and kinds of decisions already made.

General study plans and objectives for special and statewide projects are developed in cooperation with division supervisors and regional game managers. After acceptance, work plans are conducted by the incumbent only under general supervision.

14 Consequence of Error and How Errors are Discovered by Others (what are the ramifications of error, i.e. costs in dollars, public relations, service breakdowns, etc.)

Errors in study designs, procedures or implementation could lead to ill-conceived management programs, losses in federal funding for studies and total loss of recreational trapping within the state. Federal regulations are mandating specific minimum quality and quantities of scientific information in order to permit continued trapping and exporting pelts of three furbearers; they are continuing efforts to expand these authorities, regulations and numbers of species. Poor judgment on the part of the incumbent could have state and national political implications.

15 Areas of Decisions and Commitments (Is the employee free to speak for the agency, can employee commit state, agency, or unit to a specific course of action how is this accomplished?)

The incumbent commits department time and economic resources to field and administrative actions. Decisions of this employee will directly affect the lucrative fur-trapping activity of about 3,600 persons and the economics of about 110 fur-dealers and an unknown number of unlicensed fur-takers.

16 Personal Contacts (Type, nature, and frequency of contacts with persons outside of the agency)

	A	B	C	D	E	PURPOSE
Clerical Staff	X					Report preparation & correspondence
Professional Staff			X			Discuss techniques & evaluations
Management Staff					X	Survey activities
Agency Directors, Chairpersons, etc.					X	Discuss findings & obtain direction
Legislators					X	Explain findings & department positions
Private Sector Professional Staff					X	Explain findings & department positions
Private Sector Managers					X	Explain findings & department positions
General Public			X			Explain findings & department positions
Others ( )						

\*(A) Many times daily; (B) Once or twice a day; (C) Several times a week; (D) Several times a month; (E) Several times a year.

17 Comments on Personal Contacts needing further explanation:

Furbearing mammal research and management projects require frequent contacts with Department, University, State Livestock Board and federal agency personnel. Fur trappers and dealers will be contacted personally throughout the year and via harvest surveys once a year.

Field efforts, and frequently administrative efforts, will necessarily exceed 8 hours per day; an excess of a 40-hour work week will probably be normally required. Since this is currently only a partially-active program, its initial renovation may require considerable physical and mental stress.

Works under the general supervision of the Fisheries and Wildlife Biologist Supervisor,  
Research Bureau, Wildlife Division.

20 Minimum Education

**Specialization and Coursework.** If specialized knowledges are needed to perform duties of the position, indicate minimum specialized coursework needed.

Academic training in wildlife management or closely related field.

Three years experience in wildlife management or research, one year of which must be equivalent to, or have been, as a Fisheries and Wildlife Biologist III.

N/A

24 Knowledge, Skills and Abilities (Describe knowledges, abilities, characteristics, skills, etc. which are specifically job related and essential to perform the work of this position.)

A general knowledge of wildlife management supplemented with intimate knowledge of certain species, preferably but not necessarily furbearers or predators. Ability to work independently, gather and analyze data, prepare technical reports and guide graduate students.

Must be able to establish and maintain good working relationships with other employees, sportsmen and the general public.

Date \_\_\_\_\_



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PERSONNEL DIVISION

## CLASS SPECIFICATIONS

CLASS CODE	041031
GRADE	16
LAST UPDATED	3-14-75

OCCUPATIONAL  
GROUP

Biological Sciences

MONTANA CLASSIFICATION TITLE

Fisheries and Wildlife Biologist Supervisor

### DESCRIPTION OF DUTIES

**GENERAL DUTIES:** Performs administrative, supervisory, and professional activities in directing a total regional fisheries or wildlife management program or a statewide program in a discrete phase of fisheries or wildlife management.

**SUPERVISION RECEIVED:** Works under the general guidance and direction of an administrative superior.

**SUPERVISION EXERCISED:** Exercises supervision over professional personnel.

### EXAMPLE OF DUTIES

Supervises and conducts all fisheries or wildlife research and management projects in assigned region or statewide area of responsibility; keeps current in management and related fields through literature review, meetings, workshops, and correspondence; budgets for and develops projects; compiles and analyzes management data in region; suggests research projects, inspects other agencies' development projects affecting fish or wildlife habitat and analyzes the effect of such projects; explains regional fish or wildlife projects and problems at public meetings; establishes effective working relations with agencies and organizations within region or other area of responsibility; performs related work as required.

### MINIMUM QUALIFICATIONS

**KNOWLEDGES:** Thorough knowledge of the techniques of investigation of plant and animal communities, methods of statistical analyses and of report writing.

Working knowledge of fish or wildlife cultural methods, including disease and nutrition, and of administrative and supervisory principles.

**SPECIAL SKILLS:** Skill in the operation of fisheries or wildlife survey gear and instruments.

**ABILITIES:** Ability to establish and maintain effective working relationships with employees, other agencies, and the public; to communicate effectively verbally and in writing; to prepare detailed plans, specifications, and budgets and to conduct operations within approved budgets; to conduct management or research investigations and interpret results.

**EDUCATION:** Master's degree in Fisheries or Wildlife Management or related biological science.

**EXPERIENCE:** Three years of progressively responsible experience in fisheries or wildlife management biology, one year of which must have been as a Fisheries and Wildlife Biologist III.

OR

Any equivalent combination of education and experience.

USER  
AGENCIES

All

As Noted Below

All Except Those Noted Below

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PERSONNEL DIVISION

POSITION  
DESCRIPTION

Personnel  
Use Only

(PIQ and PD combined 7/79)

The Position Description should provide a detailed statement of the duties and responsibilities assigned to an employee. As the building block of an effective personnel administration program, the Position Description must be completed to assist in classification, pay, recruitment, selection, performance evaluation, training, staffing analysis and other management functions. Thus, in order for this form to be effective, adequate time and effort must be expended in understanding its intent and in completing it.

Each agency may decide who should complete the form. Considerations that affect this choice are the circumstances for completing it, the desire to stimulate employee participation and interest, and the authority and responsibility of management to determine the duties and responsibilities of positions. The form does require that management complete the sections concerning physical demands, supervision received and requirements. Signature blocks have been provided to allow larger agencies several levels of review and approval. Each agency should establish its own policy and procedure regarding the review and approval of the form.

Before proceeding, PLEASE READ THE ENTIRE FORM to understand how sections relate to each other and to avoid repeating information. If there are any questions in completing this form, contact your agency personnel officer or the State Personnel Division at 449-3871.

PLEASE TYPE OR PRINT CLEARLY

PART I: TO BE COMPLETED BY EMPLOYEE OR SUPERVISOR / MANAGEMENT

1	Classification	Current:		Title	Class Code	Grade	Position No.
		Proposed:					
				Fisheries & Wildlife Biologist Supervisor 16 13701			
2	Agency	Department, Agency or University Unit			Division or equivalent		
		Department of Fish, Wildlife and Parks, Fisheries			Fisheries Management		
3	Address	City		Building & Street	Room Number	Business Telephone	
		Miles City		Box 430		232-4365	
4	Prepared by:	<input type="checkbox"/> Employee		Name of Employee: Allen A. Elser			
		<input type="checkbox"/> Supervisor/Management					
5	Describe the activity, function, product or service of the office or work unit in which the position is situated:						
The Regional Fisheries Manager plans and supervises the fisheries management program in the region. He conducts management and developmental projects; surveys and fisheries research in the region. Decisions are made concerning field activities, budgets and management recommendations.							
6	DUTIES AND RESPONSIBILITIES OF POSITION:						
Describe the duties, tasks and responsibilities of the position. Begin with a general statement of what the position does and then organize the description into duties and tasks beginning with the most important duties. A duty is a large segment or category of work performed and can be used to group related tasks. Task statements are effectively written by using the following format: an <u>action verb</u> , an <u>object</u> , an <u>output</u> and <u>how accomplished</u> . Use language that will enable a person not familiar with the work of the position to understand what is taking place in the work activities described. Avoid words that are not graphic, such as "assists", "develops", "handles", "processes" and "works with". Complete this section by estimating the percent of time spent on each duty.							
<p>The Regional Fisheries Manager is responsible for the management of fisheries in streams, lakes and ponds of the region. Studies are designed, conducted and supervised to evaluate fish populations and associated habitat. Resulting information is compiled, analyzed and technical reports prepared. Decisions on fishing regulations are made and recommendations are presented. Proposals for planting fish are reviewed, updated and presented.</p> <p>He inspects hydraulic and other development projects involving fish habitat planned or proposed and reports on the probable effects of such projects on fish habitat. The progress of these projects is followed to prevent damage to fish habitat. Enforcement of state and federal laws protecting aquatic habitat falls under this jurisdiction. Environmental Impact Statements are reviewed and commented on. Initiative must be shown since most tasks are completed without direct supervision. The science of fisheries</p> <p>(continued)</p>							

%

management dictates that creative and original ideas be designed and carried out. The resource manager must be able to visualize possible effects of developments and make decisions which will reduce the impacts.

Fishery management plans, programs and projects are explained and discussed at meetings, conferences and workshops. This maintains effective working relations with state and federal agencies, landowners, sportsmen, and the public. Legislation is suggested which will maintain or improve the fishery resource. The Regional Fisheries Manager must be familiar with and able to speak effectively about normal phases of the Department's operations.

The Regional Fisheries Manager performs administrative duties: making recommendations regarding selection and placement of personnel; budgets are prepared and implemented; fisheries field personnel are supervised and job plans reviewed periodically with them. The regional fisheries file is maintained and correspondence dealing with fisheries is answered. Recommendations are made regarding acquisition of land and water areas for public fishing access.

Decisions and recommendations of the Regional Fisheries Manager influence the quality of sport fishing and habitat preservation. Availability of quality fishing is important to the anglers of Montana and affects public satisfaction and support. Errors in judgement could result in poor fishing and temporary or permanent loss of fish habitat, loss of public access to private lands, introduction of undesirable species and (see attached sheet)

(Attach additional sheets if necessary)

# **7 SUPERVISION EXERCISED:** List the position number and title of positions directly supervised.

Position No.	Title	Position No.	Title
33708	Fisheries Fieldworker II	33709	Laborer I
33702	Fisheries Fieldworker I	33703	Laborer I
33707	Fisheries Fieldworker I		
33701	Fisheries Fieldworker I		
33710	Laborer II		

Describe the nature of supervision exercised in the following areas: setting policies, objectives, work plans, work methods and priorities; assign, review, evaluate, train, hire, discipline.

Policies and objectives are established by the Regional Fisheries Manager and are given verbally through instructions and assignments. Work plans and techniques used in the field are reviewed and discussed periodically. Since it is important to use up-to-date methodologies, literature dealing with fisheries field work is often provided. Priorities are also reviewed, evaluated and discussed. Applications are reviewed and interviews are conducted; decisions regarding hiring or discharging are made by the Regional Fisheries Manager and recommendations are made to the Division Administrator. Compilation of data and completion of (see attached sheet)

# **8 EQUIPMENT OR MACHINERY USED:** Indicate the percent of total work time.

Type	%	Type	%
Water sampling apparatus			
Fish collection gear (nets, seines, shockers)			
Microscope & microprojector			
Boats and outboard engines			

9

## PERSONAL CONTACTS

Describe the types, reasons for and frequency of personal contacts necessary to perform the work of this position by using the following as a guide:

WHO	WHY	FREQUENCY	
clerical	clientele	to provide information	daily
professional	general public	to make arrangements	weekly
management	private business	to negotiate	monthly
	etc.	to persuade	yearly
		to advise	
		etc.	

Indicate whether contacts are within work unit, within agency or external

Clerical staff within the work unit and agency is contacted many times daily for typing, filing, information and data processing. Professional staff within the work unit, agency and other agencies is contacted daily to discuss fisheries and development projects; for planning, data processing, impact review, interpretation and preparation of reports. The Management staff is contacted several times a month, for an exchange of information. General public contacts the Regional Fisheries Manager and is also contacted several times a week to provide information on fishing, (see attached sheet)

10

## DECISIONS AND COMMITMENTS: SCOPE AND EFFECT

Describe areas, kinds and impact of decisions and commitments; the effects, influence and significance of the work of the position; the consequence of error and subsequent accountability, and limitations on the extent and finality of actions and decisions.

Decisions and recommendations of the Regional Fisheries Manager influence the quality of sport fishing and the degree of habitat preservation. Availability of quality fishing is important to the anglers of Montana and affects public satisfaction and support. Decisions and recommendations influence actions of other agencies, industry and private landowners in terms of activities which affect fish habitat and water quality. Major policy decisions are made by the Commission or by the Director and his staff; the Regional Fisheries Manager can speak for the Department (continued-see attached sheet)

11

To the best of my knowledge, the duties & responsibilities described herein are accurate & complete.

Employee  
Signature:

Allen D. Elser Date: Feb 6, 1981

12

## IMMEDIATE SUPERVISOR:

Name: Keith G. Seaburg

Title: Regional Supervisor

13

## ADDITIONAL COMMENTS OR INCORRECT ITEMS:

None

14

## SUPERVISION RECEIVED

Describe how this position is supervised by using the following as a guide:

1. How is work assigned, i.e., in what format, by whom, etc.? 2. How are work methods, procedures and priorities determined? 3. What guidelines, manuals, procedures & references are available & how are they used? 4. What assistance is available from others, i.e., supervisor, coworkers, outside specialists, etc.? 5. How is work reviewed, i.e., by whom, how often, by task, by objective, what methods, etc.?

- 1 Assignments are made by myself as Regional Supervisor or Fisheries Division Administrator either verbally or written. Duties are generally performed independent of supervision, but I am kept informed of activities and completed tasks are reviewed.
  - 2 Assignments are within the framework of major Department policies and need considerable flexibility regarding methods of accomplishment.
- (see attached sheet for #3)

PART I: continued

PART II: BE COMP. BY SUPERVISOR/MGMT.

## 15 KNOWLEDGES, SKILLS AND ABILITIES

Describe the knowledges, skills and abilities (KSA's) that are specifically job related, essential to perform the work of this position and are essential for appointment to this position. Do not include those things typically learned on the job.

This position requires extensive experience and knowledge in the fields of limnology, ecology and fisheries management, must be familiar with Department operations and policies and demonstrate administrative ability to influence and deal effectively with associates, members of other agencies and the public. It also requires the ability to write and speak effectively. Certification as a Fisheries Scientist by the American Fisheries Society is advantageous.

Which of the above can be used to distinguish superior performance?

## 16 EDUCATION AND EXPERIENCE

Describe specific kind, amount and level of education (curriculum, courses, specialization) and experience that indicate the source of KSA's and that can be used in selecting a person for this position.

This position requires a master's degree in Fish and Wildlife Management or a closely related field and three years of experience in fishery and aquatic investigations.

## 17 PHYSICAL DEMANDS AND WORKING CONDITIONS

Describe any physical demands, working conditions or job hazards that affect how the incumbent performs the job or that impose additional requirements in selecting a person for the position or that affect the complexity or nature of work.

This position requires the ability to work outdoors in inclement weather under adverse conditions; strength adequate to handle boats, motors, generators and fish sampling tools is also required.

18 To the best of my knowledge, the statements in Parts I and II are accurate and complete.

Supervisor's  
Signature:

*Kurt J. Seabury*

Date:

*2/6/81*

## ADMINISTRATIVE REVIEW AND APPROVAL: Agency option except number 3

Comment:

☐ Additional comments attached

1. Signature:

*William N. Whitman*

Title:

*Fish. Div. Admin.*

Date:

*17 Feb 81*

Comment:

☐ Additional comments attached

2. Signature:

Title:

Date:

Comment:

☐ Additional comments attached

3. Agency Director or Designee:

Date:

- (6) and unwise expenditure of sportsmen's dollars. Acting within policy established by the Fish and Game Commission, decisions are made in a variety of situations.
- (7) technical reports is closely supervised and reviewed. Manpower and equipment needs are coordinated by the Regional Fisheries Manager.
- (9) on stocking fish, on regulations, on problems which might influence their fishing opportunities. Landowners are contacted monthly, to provide information and to advise them on laws and regulations. State legislators are contacted yearly to discuss and explain Department programs and actions. Professionals from other state and federal agencies are contacted several times a month, to review projects, to gather information and to elicit cooperation.
- (10) within this policy framework and within the limitations of sound professional judgements.

Errors in professional judgement would misrepresent the status of the resource and could result in unwise decisions. This would result in unwise resource management, poor fishing, temporary or permanent loss of fish habitat, loss of public access to private lands, poor allocation of funds and public relations problems for the agency.

- (14)
  - 3. Montana Fish and Game laws; Federal Aid in Fish and Wildlife Restoration Manual; instructions for Lake and Stream Surveys; Literature dealing with fisheries studies are available and are reviewed periodically.
  - 4. Technical assistance is available upon request.
  - 5. Work is reviewed, evaluated and approved through discussions and written reports.

STATE OF MONTANA DEPARTMENT OF ADMINISTRATION PERSONNEL DIVISION		POSITION DESCRIPTION		Personnel Use Only	(PIQ and PD combined 7/79)	
<p>The Position Description should provide a detailed statement of the duties and responsibilities assigned to an employee. As the building block of an effective personnel administration program, the Position Description must be completed to assist in classification, pay, recruitment, selection, performance evaluation, training, staffing analysis and other management functions. Thus, in order for this form to be effective, adequate time and effort must be expended in following its instructions, in understanding its intent and in completing it.</p> <p>Each agency may decide who should complete the form. Considerations that affect this choice are the circumstances for completing it, the desire to stimulate employee participation and interest, and the authority and responsibility of management to determine the duties and responsibilities of positions. The form does require that management complete the sections concerning physical demands, supervision received and requirements. Signature blocks have been provided to allow larger agencies several levels of review and approval. Each agency should establish its own policy and procedure regarding the review and approval of the form.</p> <p>Before proceeding, PLEASE READ THE ENTIRE FORM to understand how sections relate to each other and to avoid repeating information. If there are any questions about completing this form, contact your agency personnel officer or the State Personnel Division at 449--3871.</p> <p style="text-align: center;">PLEASE TYPE OR PRINT CLEARLY</p>						
1	Classification	Current: Title		Class Code	Grade	
		Fish & Wildlife Biol. Supr.		041031	16	
	2	Agency	Proposed: Same as above			
			Department, Agency or University Unit		Division or equivalent	
			Fish, Wildlife & Parks		Ecological Services	
3	Address	City		Building & Street	Room Number	
		Lewistown		- Contact FWP, Helena		449-2602
4	Prepared by:	<input checked="" type="checkbox"/> Employee		Name of Employee: Kerry Constan		
		<input type="checkbox"/> Supervisor/Management				
5	Describe the activity, function, product or service of the office or work unit in which the position is situated:					
	<p>This biologist supervises three federal aid projects totaling \$110,000 which investigate the wildlife and fisheries resources in the Little Rocky Mountains, Judith River Basin, Middle Missouri River and the East Slope of the Rocky Mountains. Two biologists (grade 14 and 15) are supervised. In addition to supervisory duties, this individual</p> <p style="text-align: right;">(continued)</p>					
6	DUTIES AND RESPONSIBILITIES OF POSITION:					
PART I: TO BE COMPLETED BY EMPLOYEE OR SUPERVISOR / MANAGEMENT	<p>Describe the duties, tasks and responsibilities of the position. Begin with a general statement of what the position does and then organize the description into duties and tasks beginning with the most important duties. A duty is a large segment or category of work performed and can be used to group related tasks. Task statements are effectively written by using the following format: an <u>action verb</u>, an <u>object</u>, an <u>output</u> and <u>how accomplished</u>. Use language that will enable a person not familiar with the work of the position to understand what is taking place in the work activities described. Avoid words that are not graphic, such as "assists", "develops", "handles", "processes" and "works with". Complete this section by estimating the percent of time spent on each duty.</p>					
	<p>This position consists of supervising two full-time biologists and carrying out full-time investigations in the field. An annual report is prepared each year on these activities.</p>					
	<p>Supervisory duties primarily consist of coordinating work plans and budget, monitoring each biologist to determine that job assignments have been carried out, reviewing annual reports for each project and providing technical expertise to each biologist when needed.</p>					
	<p>This position's full-time field investigations consist of year-long inventories of wildlife and its habitat within the project area. Inventories are conducted on foot, from vehicles and boats, and from the air where observations are made by using airplanes and helicopters. With this data, determination of critical use areas, migration routes and land use conflicts can be identified. Inventories of hunting pressure and harvest are also obtained by operating checking stations and making field contacts with hunters.</p>					

## ADDENDUM

Kerry Constan

5. carries on a full-time federal aid project of his own which investigates the wildlife resource in the Little Rocky Mountains, Judith River Basin and along the middle Missouri River. The primary objective of these projects is to obtain baseline data necessary to maintain and protect the wildlife and fisheries resources present from possible detrimental effects of mining, gas and oil exploration and development, and energy developments that are presently active within the project area.

Duties and Responsibilities (continued)

%

Throughout the year, meetings with federal and state land management agencies, the public and other FWP personnel are attended to coordinate, formulate and explain the projects and their progress.

10

This position requires a detailed and highly technical report to be written annually, and also requires supervising the preparation of the other two biologists' annual reports.

10

(Attach additional sheets if necessary)

7 SUPERVISION EXERCISED: List the position number and title of positions directly supervised.

Position No.	Title	Position No.	Title
12003	Fish & Wildlife Biologist IV		
12004	Fish & Wildlife Biologist III		

Describe the nature of supervision exercised in the following areas: setting policies, objectives, work plans, work methods and priorities; assign, review, evaluate, train, hire, discipline.

This position will formulate and coordinate the setting of objectives, priorities and work plans for the involved projects. He will directly supervise the two biologists and their work by evaluating their on-the-job performance, reviewing their reports and observing their personal conduct related to their jobs. He also furnishes technical expertise when needed.

8 EQUIPMENT OR MACHINERY USED: Indicate the percent of total work time.

Type	%	Type	%
4-wheel drive vehicle, supercub			
airplane, helicopter, canoe or			
small boat, spotting scope and			
binoculars			

PART I: continued

PART I: continued

PART II: TO BE COMP. BY SUPERVISOR/MGMT.

9	<b>PERSONAL CONTACTS</b>			
Describe the types, reasons for and frequency of personal contacts necessary to perform the work of this position by using the following as a guide:				
	<u>WHO</u>	<u>WHY</u>	<u>FREQUENCY</u>	
	clerical	cliente	to provide information	daily
	professional	general public	to make arrangements	weekly
	management	private business	to negotiate	monthly
		etc.	to persuade	yearly
etc.				
Indicate whether contacts are within work unit, within agency or external:				
<p>This biologist makes professional contacts with the general public, private business, clerical, management and professional personnel with the department and associated federal and state agencies. These contacts are to exchange information and to obtain co-operation and understanding of our work. Public contacts are made through clubs, service organizations, checking stations and personal contacts in the field.</p>				
10	<b>DECISIONS AND COMMITMENTS: SCOPE AND EFFECT</b>			
Describe areas, kinds and impact of decisions and commitments; the effects, influence and significance of the work of the position; the consequence of error and subsequent accountability, and limitations on the extent and finality of actions and decisions.				
<p>This collection and interpretation of data forms the basis for future management of the resource in the study area. Failure to achieve these goals can cause the resource manager to improperly manage the resource.</p>				
11	To the best of my knowledge, the duties & responsibilities described herein are accurate & complete.		Employee Signature: <u><i>Derry Constan</i></u>	Date: _____
12	<b>IMMEDIATE SUPERVISOR:</b>	Name: <u>Robert R. Martinka</u> Title: <u>Bureau Chief</u>		
13	<b>ADDITIONAL COMMENTS OR INCORRECT ITEMS:</b>			
<p>Supervision exercised is generally of an administrative nature and is not provided on a day to day basis.</p>				
14	<b>SUPERVISION RECEIVED</b>			
Describe how this position is supervised by using the following as a guide:				
1. How is work assigned, i.e., in what format, by whom, etc.? 2. How are work methods, procedures and priorities determined? 3. What guidelines, manuals, procedures & references are available & how are they used? 4. What assistance is available from others, i.e., supervisor, coworkers, outside specialists, etc.? 5. How is work reviewed, i.e., by whom, how often, by task, by objective, what methods, etc.?				
<p>Work is assigned through the federal aid project documents and by informal communications by the Bureau Chief. Methods, procedures and priorities are generally determined by the described position and are reviewed by the Bureau Chief. Assistance is generally available and provided by coworkers and supervisors. Work is reviewed by Bureau Chief by informal communication, field inspections of the project area and by review of the annual technical report.</p>				

## 15 KNOWLEDGES, SKILLS AND ABILITIES

Describe the knowledges, skills and abilities (KSA's) that are specifically job related, essential to perform the work of this position and are essential for appointment to this position. Do not include those things typically learned on the job.

This position requires a thorough knowledge of the principles of wildlife biology and management. It also requires some supervisory ability.

Which of the above can be used to distinguish superior performance?

Both of the above can be used to distinguish superior performance.

## 16 EDUCATION AND EXPERIENCE

Describe specific kind, amount and level of education (curriculum, courses, specialization) and experience that indicate the source of KSA's and that can be used in selecting a person for this position.

This position requires a Master's Degree in Wildlife or Fisheries Management or closely related field and a minimum of three years of experience.

## 17 PHYSICAL DEMANDS AND WORKING CONDITIONS

Describe any physical demands, working conditions or job hazards that affect how the incumbent performs the job or that impose additional requirements in selecting a person for the position or that affect the complexity and nature of work.

This position generally requires that an individual be in good physical condition

18 To the best of my knowledge, the statements in Parts I and II are accurate and complete.

Supervisor's  
Signature:

*Robert R. Thatcher*

Date:

*Feb 12, 1981*

## ADMINISTRATIVE REVIEW AND APPROVAL: Agency option except number 3

Comment:

☐ Additional comments attached

1. Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Comment:

☐ Additional comments attached

2. Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Comment:

☐ Additional comments attached

3. Agency Director or Designee: \_\_\_\_\_

Date: \_\_\_\_\_

PART I: TO BE COMPLETED BY EMPLOYEE OR SUPERVISOR/MANAGEMENT

<b>STATE OF MONTANA</b> <b>DEPARTMENT OF ADMINISTRATION</b> <b>PERSONNEL DIVISION</b>	<b>POSITION DESCRIPTION</b>	<b>Personnel Use Only</b>	
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(PIQ and PD combined 7/79)

The Position Description should provide a detailed statement of the duties and responsibilities assigned to an employee. As the building block of an effective personnel administration program, the Position Description must be completed to assist in classification, pay, recruitment, selection, performance evaluation, training, staffing analysis and other management functions. Thus, in order for this form to be effective, adequate time and effort must be expended in following its instructions, in understanding its intent and in completing it.

Each agency may decide who should complete the form. Considerations that affect this choice are the circumstances for completing it, the desire to stimulate employee participation and interest, and the authority and responsibility of management to determine the duties and responsibilities of positions. The form does require that management complete the sections concerning physical demands, supervision received and requirements. Signature blocks have been provided to allow larger agencies several levels of review and approval. Each agency should establish its own policy and procedure regarding the review and approval of the form.

Before proceeding, PLEASE READ THE ENTIRE FORM to understand how sections relate to each other and to avoid repeating information. If there are any questions about completing this form, contact your agency personnel officer or the State Personnel Division at 449-3871.

PLEASE TYPE OR PRINT CLEARLY

1	Classification	Current:	Title <b>Fisheries &amp; Wildlife Biologist, Supervisor</b>	Class Code	Grade <b>16</b>	Position No. <b>15806</b>
		Proposed:				
2	Agency	Department, Agency or University Unit <b>Fish, Wildlife and Parks</b>			Division or equivalent <b>Wildlife</b>	
		Bureau or equivalent			Section or equivalent Unit or equivalent	
3	Address	City <b>Bozeman</b>	Building & Street <b>Research Park Bldg-MSU</b>	Room Number	Business Telephone <b>994-4241</b>	
4	Prepared by:	<input checked="" type="checkbox"/> Employee <input type="checkbox"/> Supervisor/Management		Name of Employee: <b>Tom Muschel</b>		

5	Describe the activity, function, product or service of the office or work unit in which the position is situated: The goal of the Wildlife program is to protect, perpetuate, enhance and regulate the wise use of the wildlife resources for public benefit now and in the future. The Wildlife Division has 2 primary functions: (1) determining annual harvestable supplies of game and allocating the degree of public use through hunting and trapping seasons, and (2) ascertaining the status and trend of wildlife habitats. The Wildlife Division works with other Department Divisions in wildlife habitat protection and wildlife law enforcement.
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6	DUTIES AND RESPONSIBILITIES OF POSITION:  Describe the duties, tasks and responsibilities of the position. Begin with a general statement of what the position does and then organize the description into duties and tasks beginning with the most important duties. A duty is a large segment or category of work performed and can be used to group related tasks. Task statements are effectively written by using the following format: an <u>action verb</u> , an <u>object</u> , an <u>output</u> and <u>how accomplished</u> . Use language that will enable a person not familiar with the work of the position to understand what is taking place in the work activities described. Avoid words that are not graphic, such as "assists", "develops", "handles", "processes" and "works with". Complete this section by estimating the percent of time spent on each duty.  The function of this position is to update the strategic planning process for the Department's overall Wildlife Resource Program. The position also provides management support to both the Administrator of the Wildlife Division and the Director's office, including budgeting, legislative preparation, position policies, and review of resource planning documents of other agencies. The incumbent is assigned to the Wildlife Division staff with occasional assignment to the Director's office. Planning responsibilities and scope of the Wildlife Resource Program extend across Division lines to include those Department activities necessary to attain program goals and objectives. The purpose of the wildlife planning project is to increase the Department's capability to effectively protect the state's wildlife and manage public use, while optimizing the use of available personnel and funding.  The two major duties are: <i>wildlife resource management planning</i> and <i>management support services</i> . Tasks associated with these major duties are listed below: <u>Planning (75%)</u> Update of statewide and regional wildlife species goals and objectives.	%
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PART I: continued

Duties and Responsibilities (continued)

%

Analysis of resource supply and demand status, identification of wildlife resource management problems, formulation of needed strategies.

15

Update and writing of strategic plans for management of the wildlife resource program, for agency and public review.

10

Legislative and budget preparations.

15

Analysis and establishment of species and activity priorities.

7

Review of resource planning documents of other agencies.

8

Planning project reports and Federal Aid documents.

5

Coordination of collection and flow of planning data between field level employees and administrators.

2

Individual species plans.

1

Update of wildlife distribution mapping inventories and transfer of information to public and private requests.

2

Management Support Services (25%)

Writing of and/or response to issues, position papers, and policies impacting the state's wildlife.

15

Department meetings.

5

Review of EIS pertinent to regional or statewide wildlife program.

3

Public Meetings

1

Management assistance to Regions.

1

(Attach additional sheets if necessary)

7 SUPERVISION EXERCISED: List the position number and title of positions directly supervised.

Position No.	Title	Position No.	Title
P15864	Administrative Secretary I		
P15857	Clerk Typist IV		
	Temporary clerical & Work Study		
	office personnel		

Describe the nature of supervision exercised in the following areas: setting policies, objectives, work plans, work methods and priorities; assign, review, evaluate, train, hire, discipline.

Work assignments are given to clerical personnel with verbal and/or written instructions; work performance is judged, accepted, or not accepted directly.

Work assignments to statewide field personnel to provide specific wildlife data for planning are implemented through the approved recommendations of the Planner being converted into individual or group assignments through the Division Administrator or Director.

8 EQUIPMENT OR MACHINERY USED: Indicate the percent of total work time.

Type	%	Type	%
Monroe 1430 desk calculator	5		
routine office equipment	1		
Department vehicles	5		

9

## PERSONAL CONTACTS

Describe the types, reasons for and frequency of personal contacts necessary to perform the work of this position by using the following as a guide:

WHO		WHY	FREQUENCY	
clerical	clientele	to provide information	to gather information	daily
professional	general public	to make arrangements	to elicit cooperation	weekly
management	private business	to negotiate	to advise	monthly
	etc.	to persuade	etc.	yearly

Indicate whether contacts are within work unit, within agency or external

Clerical: preparation of written materials	daily
Professional: seeking or providing input, advice and judgement	daily
Management: providing advice, judgements, projections	weekly
Other Agencies: providing or seeking data	monthly
General Public: answering questions, providing data	weekly

## 10 DECISIONS AND COMMITMENTS: SCOPE AND EFFECT

Describe areas, kinds and impact of decisions and commitments; the effects, influence and significance of the work of the position; the consequence of error and subsequent accountability, and limitations on the extent and finality of actions and decisions.

Major policy, management action, and budget decisions are made by top management administrators. The Planner provides input and suggestions to these decision-makers. As an employee, the Planner can speak freely for the agency and is expected to exercise professional judgement; he would not make commitments on policy or major management decisions. He would be responsible for making professional judgements in obtaining and analyzing data for preparing recommendations to top management decision-makers.

11 To the best of my knowledge, the duties & responsibilities described herein are accurate & complete.

Employee  
Signature:

Thomas W. Mussell

Date: Feb. 10, 1981

## 12 IMMEDIATE SUPERVISOR:

Name: Eugene O. Allen

Title: Wildl. Div. Administrator

13 ADDITIONAL COMMENTS OR INCORRECT ITEMS:

None

## 14 SUPERVISION RECEIVED

Describe how this position is supervised by using the following as a guide:

1. How is work assigned, i.e., in what format, by whom, etc.? 2. How are work methods, procedures and priorities determined? 3. What guidelines, manuals, procedures & references are available & how are they used? 4. What assistance is available from others, i.e., supervisor, coworkers, outside specialists, etc.? 5. How is work reviewed, i.e., by whom, how often, by task, by objective, what methods, etc.?

1. This position is under the general supervision of the Admin. of the Wildlife Division - work is assigned in verbal and memo form. Assignments are occasionally made by the Director. Supervision regarding work schedules and methods of completing assigned tasks is minimal but on-going. 3. Montana Fish, Wildlife and Parks Game Laws and Administrative Codes, Federal Aid Manual, Commission Cooperative Agreements with other agencies and Commission policy relative to bureau subjects. 4. Assistance is available from other department personnel and outside specialists.

## 15 KNOWLEDGES, SKILLS AND ABILITIES

Describe the knowledges, skills and abilities (KSA's) that are specifically job related, essential to perform the work of this position and are essential for appointment to this position. Do not include those things typically learned on the job.

Thorough knowledge of wildlife management techniques, land management and of plant and animal ecology. Ability to establish and maintain effective working relations with department employees, other agencies and the public; to speak and write effectively. Must be able to conduct data analysis work, often with changing time tables or deadlines and to present conclusions or recommendations in writing or verbally to middle and top management personnel. Above average creativity, initiative, flexibility and demonstrated ability to work and lead as a team member are necessary. Knowledge of working with supply & demand projections, advisory methods and administrative procedures is required.

The most important of the above is the creative ability to formulate recommendations and present them to top level management personnel.

## 16 EDUCATION AND EXPERIENCE

Describe specific kind, amount and level of education (curriculum, courses, specialization) and experience that indicate the source of KSA's and that can be used in selecting a person for this position.

A Masters Degree in wildlife management or related field is necessary. In addition, 4 years of experience in wildlife resource management supervision and/or research that has provided a broad understanding of natural resource problems are required.

## 17 PHYSICAL DEMANDS AND WORKING CONDITIONS

Describe any physical demands, working conditions or job hazards that affect how the incumbent performs the job or that impose additional requirements in selecting a person for the position or that affect the complexity and nature of work.

Good physical and mental capabilities are required to cope with the demands of the job and the necessary statewide travel and occasional long and irregular hours.

18 To the best of my knowledge, the statements in Parts I and II are accurate and complete.

Supervisor's  
Signature:

*Eugene O. Allen*

Date:

*2-18-81*

## ADMINISTRATIVE REVIEW AND APPROVAL: Agency option except number 3

Comment:

☐ Additional comments attached

1. Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Comment:

☐ Additional comments attached

2. Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Comment:

☐ Additional comments attached

3. Agency Director or Designee: \_\_\_\_\_

Date: \_\_\_\_\_



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PERSONNEL DIVISION

# CLASS SPECIFICATIONS

CLASS CODE	041029
GRADE	14
LAST UPDATED	3-14-75

OCCUPATIONAL  
GROUP

Biological Sciences

MONTANA CLASSIFICATION TITLE

Fisheries and Wildlife Biologist III

## DESCRIPTION OF WORK

**GENERAL DUTIES:** Performs professional activities in carrying out assigned segments of broad and complex biological management or research studies.  
**SUPERVISION RECEIVED:** Works under general supervision of an administrative superior.  
**SUPERVISION EXERCISED:** Exercises supervision of personnel as assigned.

## EXAMPLE OF DUTIES

Conducts assigned management and development projects, surveys, and investigations; collects, compiles, and analyzes data obtained from surveys and investigations; prepares work plans and reports as required; keeps current in management and related fields through literature, meetings, workshops, and correspondence; explains management principles and objectives at meetings or through other available media in accordance with department policy; inspects planned or proposed programs for projects involving habitat in an assigned area and reports on the probable effects of such projects; performs related work as required.

## MINIMUM QUALIFICATIONS

**KNOWLEDGES:** Considerable knowledge of the techniques of investigation of plant and animal communities, methods of statistical analyses and of report writing.  
**SPECIAL SKILLS:** Skill in the operation of fisheries or wildlife survey gear and instruments.  
**ABILITIES:** Ability to communicate effectively verbally and in writing, to prepare detailed plans and specifications, to prepare reports; to establish and maintain effective working relationships with employees and the public; to work outdoors under adverse working conditions.  
**EDUCATION:** Master's degree in Fish and Wildlife Management or related biological science.  
**EXPERIENCE:** Two years of experience as a Fisheries and Wildlife Biologist II.

OR

Any equivalent combination of education and experience.

USER  
AGENCIES

All

As Noted Below

All Except Those Noted Below



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PERSONNEL DIVISION

# CLASS SPECIFICATIONS

CLASS CODE	041030
GRADE	15
LAST UPDATED	3-14-75

OCCUPATIONAL  
GROUP

Biological Sciences

MONTANA CLASSIFICATION TITLE

Fisheries and Wildlife Biologist

IV

## DESCRIPTION OF WORK

**GENERAL DUTIES:** Performs supervisory and professional activities in carrying out major regional or statewide segments of broad and complex biological management or research studies.

**SUPERVISION RECEIVED:** Works under general supervision of an administrative superior.

**SUPERVISION EXERCISED:** Exercises supervision over professional personnel as assigned.

## EXAMPLE OF DUTIES

Conducts research, management or development projects in assigned area of responsibility or assists in the administration of a fisheries or wildlife management region; supervises the compilation and analysis of data obtained from surveys and investigations; supervises the preparation of work plans and reports as required; keeps current in management and related fields through literature, meetings, workshops and correspondence; prepares budgets for assigned area of responsibility and directs activities within budgetary limitations; explains management principles and objectives at meetings and through other communication media in accordance with department policy; inspects planned or proposed programs involving habitat in assigned area of responsibility and reports on probable effects of such projects; performs related work as required.

## MINIMUM QUALIFICATIONS

**KNOWLEDGES:** Thorough knowledge of the techniques of investigation of plant and animal communities, methods of statistical analyses, report writing and administrative and supervisory principles.

**SPECIAL SKILLS:** Skill in the operation of fisheries or wildlife survey gear and instruments.

**ABILITIES:** Ability to communicate effectively verbally and in writing; to prepare detailed plans and specifications and to budget for effectively carrying out projects; to establish and maintain effective working relationships with employees and the public; to work out of doors under adverse working conditions.

**EDUCATION:** Master's degree in Fish and Wildlife Management or related biological science.

**EXPERIENCE:** Three years experience in fisheries and wildlife management or research biology, one year of which must have been as a Fisheries and Wildlife Biologist III

OR

Any equivalent combination of education and experience.

USER  
AGENCIES

All

As Noted Below

All Except Those Noted Below

NOTE: Duties described above are not necessarily all inclusive for this class.

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PERSONNEL DIVISION

POSITION  
DESCRIPTION

Personnel  
Use Only

(PIQ and PD combined 7/79)

The Position Description should provide a detailed statement of the duties and responsibilities assigned to an employee. As the building block of an effective personnel administration program, the Position Description must be completed to assist in classification, pay, recruitment, selection, performance evaluation, training, staffing analysis and other management functions. Thus, in order for this form to be effective, adequate time and effort must be expended in following its instructions, in understanding its intent and in completing it.

Each agency may decide who should complete the form. Considerations that affect this choice are the circumstances for completing it, the desire to stimulate employee participation and interest, and the authority and responsibility of management to determine the duties and responsibilities of positions. The form does require that management complete the sections concerning physical demands, supervision received and requirements. Signature blocks have been provided to allow larger agencies several levels of review and approval. Each agency should establish its own policy and procedure regarding the review and approval of the form.

Before proceeding, PLEASE READ THE ENTIRE FORM to understand how sections relate to each other and to avoid repeating information. If there are any questions about completing this form, contact your agency personnel officer or the State Personnel Division at 449-3871.

PLEASE TYPE OR PRINT CLEARLY

PART I: TO BE COMPLETED BY EMPLOYEE OR SUPERVISOR / MANAGEMENT	1	Classification	Current:	Title	Class Code	Grade	Position No.
				Fisheries and Wildlife Biologist II	041028	13	15702
			Proposed:	Fish & Wildlife Biologist III		14	
	2	Agency	Department, Agency or University Unit		Division or equivalent		
			Montana Department of Fish, Wildlife & Parks		Wildlife		
			Bureau or equivalent		Section or equivalent		
					Unit or equivalent		
	3	Address	City	Building & Street	Room Number	Business Telephone	
			Helena	1420 E. 6th		449-2612	
	4	Prepared by:	<input type="checkbox"/> Employee <input checked="" type="checkbox"/> Supervisor/Management		Name of Employee: <i>Heidi S. Parton</i>		
5	Describe the activity, function, product or service of the office or work unit in which the position is situated. Employee must: Assist with Regional program design to develop specific furbearer management objectives based on identifiable need. Be responsible for coordinating activities associated with the Region's furbearer management plan. Analyze and interpret all furbearer data to establish regional activity priorities that will promote intra-divisional efficiency. Prepare written technical reports describing the Region's furbearer management progress and position. For an assigned area within						
6	DUTIES AND RESPONSIBILITIES OF POSITION:  Describe the duties, tasks and responsibilities of the position. Begin with a general statement of what the position does and then organize the description into duties and tasks beginning with the most important duties. A duty is a large segment or category of work performed and can be used to group related tasks. Task statements are effectively written by using the following format: an <u>action verb</u> , an <u>object</u> , an <u>output</u> and <u>how accomplished</u> . Use language that will enable a person not familiar with the work of the position to understand what is taking place in the work activities described. Avoid words that are not graphic, such as "assists", "develops", "handles", "processes" and "works with". Complete this section by estimating the percent of time spent on each duty.  Examples of duties include: compiling, analyzing and reporting all aspects of the region's furbearer management data; determining factors influencing furbearer production, mortality, survival and harvestable supplies; keeping current with the profession via literature, schools and personal contact with other professionals; providing recommendations to permit recreational opportunities for all publics enjoying furbearers; conducting intensive ground and aerial surveys into various aspects of furbearer biology; and working with computer programmers analyzing various biological parameters.  Other duties include: Conducting aerial and ground surveys for game animals other than furbearers; conducting law enforcement duties associated with ex-officio status; conducting landowner interviews to determine accessibility to public recreation; responding to animal damage complaints; care and maintenance of field and technical equipment; and teaching hunter safety courses. Employee must be able to work with a variety of equipment and be able to work outdoors under adverse conditions. Employee must be able and willing to spend considerable time away from home or permanent station. Supervise seasonal and permanent employees when assigned.						

5. Describe the activity, function, product or service of the office or work unit in which the position is situated - Cont.

the region conduct surveys and inventories for all other game animal species to provide information to accomplish similar results as that described for furbearers. Recognize the need for and suggest changes in procedures when necessary. Exercise considerable initiative and be able and willing to communicate with colleagues and the public. Incumbent has completed two years in the capacity of Grade 13, Fish and Wildlife Biologist II. During this period incumbent's work and performance was of high quality. He is expected to take on and, in fact, has received the additional responsibilities listed herein. A major feature of his additional responsibilities is the great degree of independent action and initiative that he can now exercise.

Duties and Responsibilities (continued)

%

(Attach additional sheets if necessary)

7 SUPERVISION EXERCISED: List the position number and title of positions directly supervised.

Position No.	Title	Position No.	Title

Describe the nature of supervision exercised in the following areas: setting policies, objectives, work plans, work methods and priorities; assign, review, evaluate, train, hire, discipline.

Seasonal and permanent employees when assigned.

8 EQUIPMENT OR MACHINERY USED: Indicate the percent of total work time.

Type	%	Type	%
Various over-the-land and water-type vehicles, i.e., four-wheel drives, snow machines, air and jet boats; data processing equip., scientific and electrical		measuring equipment; and firearms	

9	<b>PERSONAL CONTACTS</b>																												
	Describe the types, reasons for and frequency of personal contacts necessary to perform the work of this position by using the following as a guide:																												
	<table border="0"><thead><tr><th><u>WHO</u></th><th><u>WHY</u></th><th><u>FREQUENCY</u></th></tr></thead><tbody><tr><td>clerical</td><td>to provide information</td><td>daily</td></tr><tr><td>professional</td><td>to make arrangements</td><td>weekly</td></tr><tr><td>management</td><td>to negotiate</td><td>monthly</td></tr><tr><td></td><td>to persuade</td><td>yearly</td></tr><tr><td>clientele</td><td></td><td></td></tr><tr><td>general public</td><td></td><td></td></tr><tr><td>private business</td><td></td><td></td></tr><tr><td>etc.</td><td></td><td></td></tr></tbody></table>	<u>WHO</u>	<u>WHY</u>	<u>FREQUENCY</u>	clerical	to provide information	daily	professional	to make arrangements	weekly	management	to negotiate	monthly		to persuade	yearly	clientele			general public			private business			etc.			
<u>WHO</u>	<u>WHY</u>	<u>FREQUENCY</u>																											
clerical	to provide information	daily																											
professional	to make arrangements	weekly																											
management	to negotiate	monthly																											
	to persuade	yearly																											
clientele																													
general public																													
private business																													
etc.																													
	Indicate whether contacts are within work unit, within agency or external.																												
	Would make daily contact with other professional, management and/or agency personnel to exchange information, make arrangements, negotiate and/or elicit cooperation.																												
10	<b>DECISIONS AND COMMITMENTS: SCOPE AND EFFECT</b>																												
	Describe areas, kinds and impact of decisions and commitments; the effects, influence and significance of the work of the position; the consequence of error and subsequent accountability, and limitations on the extent and finality of actions and decisions.																												
	Employee can and is called upon to speak for the department on established policy and procedure. Employee commits the department to specific courses of action by accepting his recommendations.																												
11	To the best of my knowledge, the duties & responsibilities described herein are accurate & complete.	Employee Signature: <u>Bernie Hildebrand</u> Date: <u>2/9/82</u>																											
12	<b>IMMEDIATE SUPERVISOR:</b>	Name: <u>Neil S. Martin</u> Title: <u>Regional Wildlife Manager</u>																											
13	ADDITIONAL COMMENTS OR INCORRECT ITEMS:																												
14	<b>SUPERVISION RECEIVED</b>																												
	Describe how this position is supervised by using the following as a guide:  1. How is work assigned, i.e., in what format, by whom, etc.? 2. How are work methods, procedures and priorities determined? 3. What guidelines, manuals, procedures & references are available & how are they used? 4. What assistance is available from others, i.e., supervisor, coworkers, outside specialists, etc.? 5. How is work reviewed, i.e., by whom, how often, by task, by objective, what methods, etc.?  Immediate supervision is provided by a Regional Wildlife Manager who resides in another city some 80 miles away. The employee is expected to complete his assignments with a minimum of supervision as reflected by job description and qualifications.																												

## 15 KNOWLEDGES, SKILLS AND ABILITIES

Describe the knowledges, skills and abilities (KSA's) that are specifically job related, essential to perform the work of this position and are essential for appointment to this position. Do not include those things typically learned on the job.

Employee must: be able to plan and complete work necessary to obtain stated objectives; and analyze completed work and provide recommendations for program direction; communicate results of work both written and orally; and remain current in the profession. Knowledge of programmable computers is desirable; ability to devise new methods for obtaining information is desirable; being an effective communicator is a must.

Which of the above can be used to distinguish superior performance?

## 16 EDUCATION AND EXPERIENCE

Describe specific kind, amount and level of education (curriculum, courses, specialization) and experience that indicate the source of KSA's and that can be used in selecting a person for this position.

Education required for this position is a Master's Degree in Wildlife Management Ecology or other related field. Two years' experience as a Fish and Wildlife Biologist II in field work, planning field work and report writing are necessary.

## 17 PHYSICAL DEMANDS AND WORKING CONDITIONS

Describe any physical demands, working conditions or job hazards that affect how the incumbent performs the job or that impose additional requirements in selecting a person for the position or that affect the complexity and nature of work.

Considerable amounts of time are spent out-of-doors, much of which is done under adverse weather conditions and in sparsely populated areas. Since the work is varied, physical demands are also extremely varied. Some of the work such as low level flying and checking hunters is potentially dangerous.

18 To the best of my knowledge, the statements in Parts I and II are accurate and complete.

Supervisor's  
Signature:

*Neil S. Martin* Date: 2/5/82

## ADMINISTRATIVE REVIEW AND APPROVAL: Agency option except number 3

Comment:

☐ Additional comments attached

1. Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment:

☐ Additional comments attached

2. Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment:

☐ Additional comments attached

3. Agency Director or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PERSONNEL DIVISION

POSITION  
DESCRIPTION

Personnel  
Use Only

(PIO and PD combined 7/79)

The Position Description should provide a detailed statement of the duties and responsibilities assigned to an employee. As the building block of an effective personnel administration program, the Position Description must be completed to assist in classification, pay, recruitment, selection, performance evaluation, training, staffing analysis and other management functions. Thus, in order for this form to be effective, adequate time and effort must be expended in following its instructions, in understanding its intent and in completing it.

Each agency may decide who should complete the form. Considerations that affect this choice are the circumstances for completing it, the desire to stimulate employee participation and interest, and the authority and responsibility of management to determine the duties and responsibilities of positions. The form does require that management complete the sections concerning physical demands, supervision received and requirements. Signature blocks have been provided to allow larger agencies several levels of review and approval. Each agency should establish its own policy and procedure regarding the review and approval of the form.

Before proceeding, PLEASE READ THE ENTIRE FORM to understand how sections relate to each other and to avoid repeating information. If there are any questions about completing this form, contact your agency personnel officer or the State Personnel Division at 449-3871.

PLEASE TYPE OR PRINT CLEARLY

PART I: TO BE COMPLETED BY EMPLOYEE OR SUPERVISOR / MANAGEMENT

1	Classification	Current:	Title	Class Code	Grade	Position No.
			Fish & Wildlife Biologist	041028	13	32801
2	Agency	Proposed:				
			Fish & Wildlife Biologist	041029	14	Same
3	Address	Department, Agency or University Unit		Division or equivalent		
		Fish, Wildlife & Parks		Ecological Services		
4	Prepared by:	Bureau or equivalent		Section or equivalent		Unit or equivalent
		Baseline Studies				
5	Address	City	Building & Street	Room Number	Business Telephone	
		Helena	FWP		449-2602	
6	Prepared by:	Name of Employee: William Gardner				
7	DUTIES AND RESPONSIBILITIES OF POSITION:	Describe the activity, function, product or service of the office or work unit in which the position is situated:				
		This project involves making scientific collections of biological, physical and chemical data relating to instream flows necessary for aquatic communities. This is a requirement of the Bureau of Land Management's administration of the federally designated Wild & Scenic portion of the Missouri River and the project is BLM-funded.				
8	DUTIES AND RESPONSIBILITIES OF POSITION:	Describe the duties, tasks and responsibilities of the position. Begin with a general statement of what the position does and then organize the description into duties and tasks beginning with the most important duties. A duty is a large segment or category of work performed and can be used to group related tasks. Task statements are effectively written by using the following format: an <u>action verb</u> , an <u>object</u> , an <u>output</u> and <u>how accomplished</u> . Use language that will enable a person not familiar with the work of the position to understand what is taking place in the work activities described. Avoid words that are not graphic, such as "assists", "develops", "handles", "processes" and "works with". Complete this section by estimating the percent of time spent on each duty.				
		<p>This reclassification request is based on the fact that a biologist with 2 years field experience is capable of working with very little supervision - consequently, freeing superiors for other work. As an experienced biologist, he will be asked to make public contacts, including talks to sportsmen's clubs, agricultural groups, etc. to explain the department's activities.</p> <p>Daily activities include making fish population estimates using electrofishing gear, gill nets, seines and other appropriate equipment; collecting, compiling and analyzing data obtained from these surveys; using statistical methods of designing sampling programs and analyzing data collected and writing technical reports relating these data to the instream flow needs of fish populations.</p>				

%

PART I: continued

Duties and Responsibilities (continued)

%

(Attach additional sheets if necessary)

7 SUPERVISION EXERCISED: List the position number and title of positions directly supervised.

Position No.	Title	Position No.	Title
32802	Fisheries Fieldworker		

Describe the nature of supervision exercised in the following areas: setting policies, objectives, work plans, work methods and priorities; assign, review, evaluate, train, hire, discipline.

This biologist selects his own seasonal assistant. He will instruct this person in the use and maintenance of equipment, methods to be used and expected results. He will make daily work assignments. At the end of the field season he will write a merit rating for this person which will determine whether or not the person is considered for future employment.

8 EQUIPMENT OR MACHINERY USED: Indicate the percent of total work time.

Type	%	Type	%
Electrofishing boat w. 250 hp motor; pickup truck; motorcycle.		and electrofishing gear. Survey equipment includes level and	
Fish capturing devices such as trap nets, gill nets, seines		depth sounder. Camera.	

9

## PERSONAL CONTACTS

Describe the types, reasons for and frequency of personal contacts necessary to perform the work of this position by using the following as a guide:

WHO	WHY	FREQUENCY
clerical	to provide information	daily
professional	to make arrangements	weekly
management	to negotiate	monthly
clientele	to persuade	yearly
general public		
private business		
etc.		

Indicate whether contacts are within work unit, within agency or external

While the person in this position is basically a field biologist, he will contact employees of other state agencies, federal agencies (especially the Bureau of Land Management) and private industry regarding fish populations and habitat requirements and measures necessary to preserve those populations and habitat. He will also speak to sportsmen's groups, agricultural groups, civic organizations and, on occasion, children's organizations.

10

## DECISIONS AND COMMITMENTS: SCOPE AND EFFECT

Describe areas, kinds and impact of decisions and commitments; the effects, influence and significance of the work of the position; the consequence of error and subsequent accountability, and limitations on the extent and finality of actions and decisions.

This person does not make policy-setting decisions. If the data he collects are not satisfactory, the technical report will also be unsatisfactory. If that were to happen, it is unlikely that future contracts would be forthcoming for this type of project.

Errors in handling the potentially dangerous electrofishing gear could result in serious injury to the biologist himself, as well as his assistant.

11

To the best of my knowledge, the duties & responsibilities described herein are accurate & complete.

Employee  
Signature:

*William M. Gardner* Date: 3-17-81

12

## IMMEDIATE SUPERVISOR:

Name:

Title:

13

## ADDITIONAL COMMENTS OR INCORRECT ITEMS:

14

## SUPERVISION RECEIVED

Describe how this position is supervised by using the following as a guide:

1. How is work assigned, i.e., in what format, by whom, etc.?
2. How are work methods, procedures and priorities determined?
3. What guidelines, manuals, procedures & references are available & how are they used?
4. What assistance is available from others, i.e., supervisor, coworkers, outside specialists, etc.?
5. How is work reviewed, i.e., by whom, how often, by task, by objective, what methods, etc.?

Basic objectives are outlined in the contract for this project. Sampling procedures are suggested by his immediate supervisor. Work methods and daily priorities are determined by the biologist. Standard fisheries literature, as well as department technical reports, are available for reference. Technical assistance is given to temporary employees, and received from Fisheries Division personnel. Periodically the regional supervisor will assign special duties where this biologist's experience makes him the logical choice.

PART 1: continued

PART 1: TO BE COMPLETED BY SUPERVISOR/MGMT.

## 15 KNOWLEDGES, SKILLS AND ABILITIES

Describe the knowledges, skills and abilities (KSA's) that are specifically job related, essential to perform the work of this position and are essential for appointment to this position. Do not include those things typically learned on the job.

The abilities to plan, to write clearly and concisely, to get along well with other people, to speak diplomatically to landowners and to pay close attention to details are all important.

Which of the above can be used to distinguish superior performance?

## 16 EDUCATION AND EXPERIENCE

Describe specific kind, amount and level of education (curriculum, courses, specialization) and experience that indicate the source of KSA's and that can be used in selecting a person for this position.

Master's degree in fish and wildlife management or a closely related field, plus several years of experience on a fisheries project are a prerequisite.

## 17 PHYSICAL DEMANDS AND WORKING CONDITIONS

Describe any physical demands, working conditions or job hazards that affect how the incumbent performs the job or that impose additional requirements in selecting a person for the position or that affect the complexity and nature of work.

It is necessary for the person in this position to be in good physical condition, since electrofishing gear is heavy and this person works outdoors in all kinds of weather.

18 To the best of my knowledge, the statements in Parts I and II are accurate and complete.

Supervisor's  
Signature:

*Rodney K. Berg*

Date: 3-17-81

## ADMINISTRATIVE REVIEW AND APPROVAL: Agency option except number 3

Comment:

☐ Additional comments attached

1. Signature:

*Robert R. Matheis*

Title:

*Beckham Station Bus Chief*

Date:

3-17-81

Comment:

☐ Additional comments attached

2. Signature:

Title:

Date:

Comment:

☐ Additional comments attached

3. Agency Director or Designee:

Date:



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PERSONNEL DIVISION

# CLASS SPECIFICATIONS

CLASS CODE 041027

GRADE 11

LAST UPDATED 12-3-75

OCCUPATIONAL  
GROUP

Biological Sciences

MONTANA CLASSIFICATION TITLE

Fisheries and Wildlife Biologist I

## DESCRIPTION OF WORK

**GENERAL DUTIES:** Performs entry level professional activities in making routine field collections of biological physical and chemical data; conducts assigned surveys and investigations.

**SUPERVISION RECEIVED:** Works under immediate supervision of an administrative superior.

**SUPERVISION EXERCISED:** Works as lead worker over student assistants as assigned.

## EXAMPLE OF DUTIES

Assists in collecting, compiling, and analyzing data obtained from surveys and investigations; reviews scientific literature; writes technical reports or articles; performs related work as assigned.

## MINIMUM QUALIFICATIONS

**KNOWLEDGES:** Some knowledge of the principles and techniques of investigating plant and animal communities and the methods of statistical analysis.

**SPECIAL SKILLS:** None.

**ABILITIES:** Ability to assist in scientific research; to work outdoors in adverse working conditions; to work harmoniously with other employees and the public; to communicate effectively verbally and in writing; to perform physical assignments as required.

**EDUCATION:** Bachelor's degree in fish and wildlife management or a closely related biological science.

**EXPERIENCE:** None.

OR

Any equivalent combination of education and experience.

USER  
AGENCIES

5201

All

\* As Noted Below

All Except Those Noted Below



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PERSONNEL DIVISION

# CLASS SPECIFICATIONS

CLASS CODE	041028
GRADE	13
LAST UPDATED	3-14-75

OCCUPATIONAL  
GROUP

Biological Sciences

MONTANA CLASSIFICATION TITLE

Fisheries and Wildlife Biologist II

## DESCRIPTION OF WORK

**GENERAL DUTIES:** Performs professional activities in making field collections of biological, physical, and chemical data and conducting assigned surveys and investigations.

**SUPERVISION RECEIVED:** Works under close supervision of an administrative superior.

**SUPERVISION EXERCISED:** Supervises student assistants as assigned.

## EXAMPLE OF DUTIES

Collects, compiles, and analyzes data obtained from surveys and investigations; uses statistical methods in designing sampling techniques and analyzing data collected; reviews scientific literature, writes technical reports or articles; performs related work as required.

## MINIMUM QUALIFICATIONS

**KNOWLEDGES:** Working knowledge of the techniques of investigations of plant and animal communities, methods of statistical analyses and techniques of report writing.

**SPECIAL SKILLS:** None.

**ABILITIES:** Ability to design and carry out scientific research, to work outdoors in adverse working conditions; to be physically able to perform assigned duties; to establish and maintain effective working relationships with employees, other agencies, and the public; to communicate effectively verbally and in writing.

**EDUCATION:** Master's degree in Fish and Wildlife Management or closely related biological science.

**EXPERIENCE:** None.

OR

Any equivalent combination of education and experience.

USER  
AGENCIES

All

As Noted Below

All Except Those Noted Below

NOTE: Duties described above are not necessarily all inclusive for this class.

STATE OF MONTANA DEPARTMENT OF ADMINISTRATION  PERSONNEL DIVISION		POSITION  DESCRIPTION		Personnel Use Only		
Present Classification	Class Code 041027	Classification Title (Current or Proposed) Fisheries and Wildlife Biologist I			Grade 11	Position No. 13107 <del>142</del>
Agency	Department Fish and Game		Division Fisheries			
	Bureau Fisheries Mgmt	Section		Unit Region One		
Address	City Kalispell		Building & Street 490 N. Meridian		Room Number	Business Tel. 755-5505
4 Personnel Division Use Only	New Title			Class Code	Grade	Position No.
	<input type="checkbox"/> Desk Audit <input type="checkbox"/> Field Audit			Effective Date of Action:		
6 General Statement of Duties and Responsibilities (Major duties and responsibilities of position)						
<p>Conducts entry level biological research studies on aquatic populations found primarily in lake habitats; and to assume the responsibility of the operation and maintenance of a 35-foot research vessel.</p>						
7 Specific Statements and Examples of Duties and Responsibilities (itemized examples and specific statements)						
<p>To collect limnological data by accepted techniques on prescribed schedules. Data will be summarized and used as a base for comparison of changing environments.</p> <p>To conduct hydroacoustical surveys that record and enumerate data in a manner that can be used to estimate fish population densities.</p> <p>Conduct seasonal and area creel census surveys by interviewing anglers and collecting data of catch, success, and other pertinent biological data.</p> <p>Annually perform prelaunching maintenance on the research vessel and to continually keep in operational form the boat and the many diversified types of collection equipment.</p> <p>Assists project leader with related work as assigned.</p>						

## Title and Number of Positions Supervised

Title	No.	Title	No.
Laborer I, II, III	1 or 2		
Student Assistant	1		

Describe Nature of Supervision (How are work assignments made by incumbent; does incumbent review, approve, recommend approval of subordinates' work; does incumbent hire, recommend discharge, evaluate performance, etc.)

Supervises the performance of work assigned in maintenance and their assistance in collection of biological data.

10	Equipment or Machinery used			
	TYPE	%	TYPE	%
	research boat, nets, trawls, seines,		other scientific apparatus	
	hydroacoustical collection equipment			
	engineering equipment & small tools			

11 References, Manuals and/or Guides available to assist incumbent in performance of work (include statutes, regulations, etc.)

2 Technical Assistance Available (i.e. supervisor, specialists, etc. how utilized, i.e. problem solving, planning, technical advice or review)

Assistance from Fisheries Biologists III and Fisheries Management Supervisor

13 Work Assignment Methods and Procedures (How is work assigned to position; what form is it in (such as penciled lay out, rough draft, etc.) and kinds of decisions already made.

Seasonal maintenance and performance schedules are programmed through project document planning.

Day to day operational activities are verbal.

14 Consequence of Error and How Errors are Discovered by Others (what are the ramifications of error, i.e. costs in dollars, public relations, service breakdowns, etc.)

Errors in operation of the boat and equipment during sampling can be hazardous to the life and safety of all aboard as well as prolonged delays during repairs.

Areas of Decisions and Commitments (Is the employee free to speak for the agency; can employee commit state, agency, or unit to a specific course of action how is this accomplished?)

Employee is responsible for decisions about the boat operation and equipment.

16 Personal Contacts (Type, nature, and frequency of contacts with persons outside of the agency)

	A	B	C	D	E	PURPOSE
Clerical Staff					X	Assimilation of data
Professional Staff				X		Interagency and educators
Management Staff						
Agency Directors, Chairpersons, etc.						
Legislators						
Private Sector Professional Staff						
Private Sector Managers						
General Public			X			Contacts with the public when (i.e., p)
Others ( )						

\*(A) Many times daily; (B) Once or twice a day; (C) Several times a week; (D) Several times a month; (E) Several times a year.

Comments on Personal Contacts needing further explanation:

16 General Public(Cont: carrying out normal duties of the job.

18 Working Conditions and Physical Demands. Explain physical factors which affect the position - use examples where appropriate.

Working conditions involve outside work, often under extreme conditions i.e., cold temperatures, adverse weather and night surveys.

Physical demands are often required as well as the less tedious demands of monotonous enumeration of acoustical data.

19 Supervision Level. Describe how position is supervised.

Position is most often directly supervised by the appropriate fisheries field biologist. Supervision is periodically made to ensure accuracy and proper collection techniques.

19A Immediate Supervisor

Incumbent

Delano A. Hanzel

Title Fisheries and Wildlife Biologist III

Class Code

41029

Grade

14

Position No.

122

20 Minimum Education

Grade School		High School					College				
Ability to read & write	8	9	10	11	12	1	2	3	B A	M A	Ph D
									X		

Specialization and Coursework. If specialized knowledges are needed to perform duties of the position, indicate minimum specialized coursework needed.

Basic concepts of fisheries management and a background in biological investigation.

21 Minimum Experience Required to perform Duties of Position:

A basic awareness of large boat operation and water safety.

22 Special Qualifications (licenses, certificates, etc.)

23 Travel Required yes ☒ no ☐ ☒ Daily ☐ 2 to 3 times a week ☐ 2 to 3 times a month.

24 Knowledge, Skills and Abilities (Describe knowledges, abilities, characteristics, skills, etc. which are specifically job related and essential to perform the work of this position.)

Basic knowledge of motors and wooden boat maintenance

Scuba training and general knowledge of statistical analysis.

Ability to communicate effectively with public and associates.

25 Additional desirable knowledges, skills, and abilities that might contribute to outstanding job performance.

General knowledge of electronics -- their repair and maintenance.

26 Signature of Agency Director

Date

Signature of Administrator, Personnel Division

Date

*William E. Newby*  
3 3 18

STATE OF MONTANA DEPARTMENT OF ADMINISTRATION		POSITION DESCRIPTION		Personnel Use Only			
PERSONNEL DIVISION						136041	
1	Present Classification	Class Code 041027	Classification Title (Current or Proposed) Fisheries & Wildlife Biologist I			Grade 11	Position No. 53
2	Agency	Department Fish & Game		Division Environment & Information			
		Bureau Environment		Section		Unit	
3	Address	City Helena	Building & Street Fish & Game		Room Number	Business Tel. 449-2602	
4	Personnel Division Use Only	New Title			Class Code	Grade	Position No.
5		<input type="checkbox"/> Desk Audit <input type="checkbox"/> Field Audit			Effective Date of Action:		
6	General Statement of Duties and Responsibilities (Major duties and responsibilities of position)						
<p>This person will have three job responsibilities - he will assist the game biologist stationed at Outlook with population inventories during winter months; he will assist the Fisheries Manager at Glasgow with general fisheries duties for approximately one-third of the year and he will assist the Fisheries Biologist investigating fish populations in the Poplar River during the remaining third of the year.</p>							
7	Specific Statements and Examples of Duties and Responsibilities (Itemized examples and specific statements)						
<p>Several game species (white-tailed deer, pheasant, sharp-tailed grouse) use the brushy creek bottoms in the Poplar River drainage, particularly during winter months, for feeding and escape cover. This person will assist the resident game biologist in determining distribution, abundance and habitat requirements of these species. Small mammals will be trapped along riverbanks to obtain a list of species. The abundance and distribution of porcupines and jackrabbits which occupy these habitat types will also be determined.</p> <p>For approximately one-third of the year, this person will assist the regional Fisheries Manager in routine fish shocking and other duties wherever he is needed throughout Fish and Game Region 6.</p> <p>The remaining third of the year will be spent assisting the biologist who is investigating fish populations of the Poplar River and upper Missouri River drainage. This will include finding important spawning locations, locating nursery areas and estimating numbers of game fish in stream sections. Nine stations will be established in the Poplar River drainage to sample streambottom macroinvertebrates. Specimens of large clams known to be abundant in at least part of this area will also be collected. Thermographs will be read on the Poplar River and tributaries and work will be done toward the determination of stream-flows in the Poplar drainage.</p>							

Title and Number of Positions Supervised

Title	No.	Title	No.
None			

Describe Nature of Supervision (How are work assignments made by incumbent; does incumbent review, approve, recommend approval of subordinates' work; does incumbent hire, recommend discharge, evaluate performance, etc.)

N/A

Equipment or Machinery used			
TYPE	%	TYPE	%
Gill Nets, Seines,		Water quality samplers	
Standard fish sampling equipment		Spotting scope & binoculars	
Electrofishing boat		Several types of vehicles	
Streambottom samplers			

References, Manuals and/or Guides available to assist incumbent in performance of work (include statutes, regulations, etc.)

N/A

Technical Assistance Available (i.e. supervisor, specialists, etc. - how utilized, i.e. problem solving, planning, technical advice or review)

Technical assistance is available from each of immediate supervisors plus the regional coordinator and other members of his staff.

Work Assignment Methods and Procedures (How is work assigned to position; what form is it in (such as pencilled lay out, rough draft, etc.) and kinds of decisions already made.

Work assignments will be made by immediate supervisor, depending on which part of the project is being worked on.

Consequence of Error and How Errors are Discovered by Others (what are the ramifications of error, i.e. costs in dollars, public relations, service breakdowns, etc.)

Errors could result in loss of important fishery and wildlife resources, possible noncompliance with MEPA, the Montana constitution and the water quality act.

Areas of Decisions and Commitments (Is the employee free to speak for the agency; can employee commit state, agency, or unit to a specific course of action - how is this accomplished?)

This person is a field worker and will probably only contact the public if conducting a creel census or speaking to trappers and hunters.

Personal Contacts (Type, nature, and frequency of contacts with persons outside of the agency)

	A	B	C	D	E	PURPOSE
Clerical Staff			X			
Professional Staff	X					
Management Staff	X					
Agency Directors, Chairpersons, etc.						
Legislators						
Private Sector Professional Staff						
Private Sector Managers						
General Public			X			
Others ( )						

\* (A) Many times daily; (B) Once or twice a day; (C) Several times a week; (D) Several times a month; (E) Several times a year.

Comments on Personal Contacts needing further explanation:

This person will be working with electrofishing equipment, boats, etc. as well as setting traplines in the winter in northeastern Montana where winters can be very cold.

19 Supervision Level. Describe how position is supervised.

This person will be supervised by immediate superior and, as all field personnel, by the regional coordinator.

19A. Immediate Supervisor

Incumbent

Dick Johnson

Title

Reg. Coord.

Class Code

041020

Grade

17

Position No.

286

20 Minimum Education

Grade School		High School					College					
Ability to read & write	8	9	10	11	12	1	2	3	B A	M A	Ph D	
									X			

Specialization and Coursework. If specialized knowledges are needed to perform duties of the position, indicate minimum specialized coursework needed.

Fish and wildlife management

21 Minimum Experience Required to perform Duties of Position:

None required

22 Special Qualifications (licenses, certificates, etc.)

N/A

23 Travel Required

yes ☒

no ☐

☒ Daily

☐ 2 to 3 times a week

☐ 2 to 3 times a month.

24 Knowledge, Skills and Abilities (Describe knowledges, abilities, characteristics, skills, etc. which are specifically job related and essential to perform the work of this position.)

This person must have some knowledge of basic game biology, methods, etc., as well as some knowledge of standard fishery investigation methods.

25 Additional desirable knowledges, skills, and abilities that might contribute to outstanding job performance.

N/A

26 Signature of Agency Director

Date

4/12/77

Signature of Administrator, Personnel Division

Date

STATE OF MONTANA

DEPARTMENT OF ADMINISTRATION

PERSONNEL DIVISION

POSITION

DESCRIPTION

Personnel  
Use OnlyProposed  
Present  
Classification

Class Code

041029

Classification Title (Current or Proposed)

Fisheries and Wildlife Biologist III

Grade  
14

Position No.

186

13304

2 Agency

Department

Fish and Game

Division

Fisheries

Bureau

Fisheries Mgmt

Section

Unit

Region 3

3 Address

City

Bozeman, MT

Building &amp; Street

Rt 3, Box 274

Room Number

Business Tel.

586-5419

4

Personnel  
Division  
Use Only

New Title

Class Code

Grade

Position No.

5

☐

Desk Audit

☐

Field Audit

Effective Date of Action:

6

General Statement of Duties and Responsibilities (Major duties and responsibilities of position)

Conducts biological research studies on aquatic populations of streams and lakes.

7

Specific Statements and Examples of Duties and Responsibilities (itemized examples and specific statements)

Collects biological information on aquatic populations (including invertebrates and fish) and physical data on stream conditions; collects, compiles, and analyzes data obtained from surveys and investigations. Annual work plans and reports are prepared. Keeps abreast of developments in management and related fields through the literature, intra-agency meetings, workshops and correspondence. Study objectives and management principles are explained at meetings and through other available media in accordance with department policies. Inspections are made on planned or proposed programs involving habitat (stream preservation activities and SB310 administration) in the assigned area and reports on probable effects of such projects. Other related duties are performed as required.

P Title and Number of Positions Supervised			
Title	No.	Title	No.
Laborer I	1		
Laborer II	1		

9 Describe Nature of Supervision (How are work assignments made by incumbent; does incumbent review, approve, recommend approval of subordinates' work; does incumbent hire, recommend discharge, evaluate performance, etc.)

Work is assigned to subordinates verbally and through written assignments. All work is reviewed by the incumbent and approval of completed work is made. All recommendations for hiring and discharging as well as performance evaluations are made by the incumbent.

10 Equipment or Machinery used			
TYPE	%	TYPE	%
Electrofishing and other fish sampling gear		Scientific apparatus	
Engineering equipment			
Small power tools			

11 References, Manuals and/or Guides available to assist incumbent in performance of work (include statutes, regulations, etc.)

Technical Assistance Available (i.e. supervisor, specialists, etc. - how utilized, i.e. problem solving, planning, technical advice or review)

Technical assistance available from Regional Fisheries Manager

Work Assignment Methods and Procedures (How is work assigned to position; what form is it in (such as penciled lay out, rough draft, etc.) and kinds of decisions already made.

Work is assigned to incumbent through review and approval of annual work plan. Monthly activities are reviewed. Special work assignments are written and made verbally.

Consequence of Error and How Errors are Discovered by Others (what are the ramifications of error, i.e. costs in dollars, public relations, service breakdowns, etc.)

Errors in public relations would be harmful to activities of the department which might result in the loss of public access to private lands.

Areas of Decisions and Commitments (Is the employee free to speak for the agency, can employee commit state, agency, or unit to a specific course of action - how is this accomplished?)

Employee is able to speak for the agency in matters of habitat destruction and in carrying out department policy. He can commit the agency to a specific course of action through intra-agency activities (BLM, SCS, 208).

16 Personal Contacts (Type, nature, and frequency of contacts with persons outside of the agency)

	A	B	C	D	E	PURPOSE
Clerical Staff					X	other agency contacts
Professional Staff				X		intra-agency meetings
Management Staff				X		intra-agency meetings
Agency Directors, Chairpersons, etc.						
Legislators						
Private Sector Professional Staff						
Private Sector Managers						
General Public			X			contacts with public when carrying
Others ( )						out normal duties

\* (A) Many times daily; (B) Once or twice a day; (C) Several times a week; (D) Several times a month; (E) Several times a year.

Comments on Personal Contacts needing further explanation:

8 Working Conditions and Physical Demands. Explain physical factors which affect the position - use examples where appropriate.

Working conditions involve outside work, often under extreme conditions, i.e., cold temperatures and adverse weather (snow, rain). Physical demands are often great, i.e., carrying heavy equipment.

19 Supervision Level. Describe how position is supervised.

Supervision is of a general nature by an administrative superior

19A. Immediate Supervisor

Incumbent

Ronald Marcoux

Title

Fish & Wildl. Superv.

Class Code

041031

Grade

16

Position No.

180

20 Minimum Education

Grade School	High School					College					
Ability to read & write	8	9	10	11	12	1	2	3	B A	M A	Ph D
										X	

Specialization and Coursework. If specialized knowledges are needed to perform duties of the position, indicate minimum specialized coursework needed.

Specialized in Fisheries Management with a good background in biological sciences and statistics

21 Minimum Experience Required to perform Duties of Position:

A minimum of two years as a Fisheries and Wildlife Biologist II is required.

22 Special Qualifications (licenses, certificates, etc.)

23 Travel Required

yes ☒

no ☐

☐ Daily

☒ 2 to 3 times a week

☐ 2 to 3 times a month.

24 Knowledge, Skills and Abilities (Describe knowledges, abilities, characteristics, skills, etc. which are specifically job related and essential to perform the work of this position.)

Considerable knowledge of the techniques involved in the investigation assessment of aquatic populations is necessary. Methods of statistical analyses and report writing also important. The ability to communicate effectively verbally and in writing to prepare reports and maintain effective working conditions with public and other employees.

25 Additional desirable knowledges, skills, and abilities that might contribute to outstanding job performance.

Additional knowledge in engineering techniques would be beneficial, good technical and creative writing skills would also be helpful.

26

Signature of Agency Director

Date

Signature of Administrator, Personnel Division

Date

*Fletcher E. Newby*

4-26-73

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION

PERSONNEL DIVISION

POSITION  
DESCRIPTION

Personnel  
Use Only

Current Classification	Class Code 041028	Classification Title (Current or Proposed) Fisheries & Wildlife Biologist II		Grade 13	Position No. 12001
Agency	Department Fish & Game		Division Ecological Services		
	Bureau Baselin Studies	Section	Unit		
Address	City Helena	Building & Street Fish & Game		Room Number	Business Tel. 449-2602
	New Title Fisheries & Wildlife Biologist III		Class Code 041029	Grade 14	Position No. 12001
Personnel Division Use Only	<input type="checkbox"/> Desk Audit <input type="checkbox"/> Field Audit		Effective Date of Action:		

6 General Statement of Duties and Responsibilities (Major duties and responsibilities of position)

Supervise an interagency study planned by the Department of Fish & Game in cooperation with the Forest Service and possibly the BLM to evaluate the wildlife populations of the Cabinet Mountains prior to proposed development by mining companies. A management plan will be formulated for mountain goats, the key wildlife species in the area. Attention will also be focused on the grizzly bear, federally designated as a threatened species in Montana, as well as other game and nongame species.

Specific Statements and Examples of Duties and Responsibilities (itemized examples and specific statements)

The primary responsibility of this individual will be to influence land-management agencies in the implementation of a mountain goat management plan for the Cabinet Mountains area of northwestern Montana. Mountain goat populations will be inventoried, habitats evaluated and critical use areas delineated. Recommendations will be made for mitigation of unavoidable habitat losses which may ensue from hard-rock mining and other mineral exploration activities.

In connection with the mountain goat research, the presence of other resident wildlife species will be documented because of the intensive mineral development foreseen for this area. All but one big game species found in Montana are present in this area, as well as bald eagles (classified as endangered by the federal government), other raptors, waterfowl, nongame and upland game birds. Other species of special interest include the grizzly bear and the wolverine, which, after being classified as a nongame species in need of special management, will be managed as a furbearer after July 1, 1979.

Additional duties will include coordinating wildlife information collected on three national forests with the Idaho Department of Fish and Game and the Bureau of Land Management, as well as coordinating biotelemetry research between the Ecological Services and Wildlife divisions of this department.

Also, the person in this position will frequently be asked to explain the department's position on wildlife habitat/mining problems to personnel from other state agencies, federal agencies, sportsmen's clubs and land-owners in the study area.

## Title and Number of Positions Supervised

Title	No.	Title	No.
Two Forest Service employees (names unknown at this time)			

Describe Nature of Supervision (How are work assignments made by incumbent; does incumbent review, approve, recommend approval of subordinates' work; does incumbent hire, recommend discharge, evaluate performance, etc.)

Work assignments will be made by incumbent, and the actual performance monitored. As these people will be Forest Service employees, they will be hired by the Forest Service.

## Equipment or Machinery used

TYPE

%

TYPE

Spotting scope &amp; binoculars

30

4-wheel drive vehicle

30

Typewriter

20

References, Manuals and/or Guide, available to assist incumbent in performance of work (include statutes, regulations, etc.)

General Mining Law of 1872; Montana Environmental Policy Act; National Environmental Policy Act, Endangered Species Act, Open Cut Mining Act

2

Technical Assistance Available (i.e. supervisor, specialists, etc. - how utilized, i.e. problem solving, planning, technical advice or review)

Fish and Game Regional Supervisor, Chief of Baseline Studies Bureau,  
Administrator of Ecological Services Division, Forest Supervisor

3

Work Assignment Methods and Procedures (How is work assigned to position; what form is it in (such as penciled lay out, rough draft, etc.) and kinds of decisions already made.

Basic instructions for this biologist will be outlined in the final contract. Daily activities are largely determined by weather. No specific daily assignments are made.

4

Consequence of Error and How Errors are Discovered by Others (what are the ramifications of error, i.e. costs in dollars, public relations, service breakdowns, etc.)

Errors could result in loss of the fish and wildlife resource in the study area and the deterioration of relationships between the Forest Service and the Department of Fish and Game.

Areas of Decisions and Commitments (Is the employee free to speak for the agency; can employee commit state, agency, or unit to a specific course of action - how is this accomplished?)

This person will frequently be called upon to explain the department's position on various land management options to other state and federal agencies as well as sportsmen's groups and landowners.

10

Personal Contacts (Type, nature, and frequency of contacts with persons outside of the agency)

	A	B	C	D	E	PURPOSE
Clerical Staff						
Professional Staff			X			Project coordination
Management Staff			X			
Agency Directors, Chairpersons, etc.						
Legislators			X			
Private Sector Professional Staff				X		
Private Sector Managers						
General Public			X			
Others ( )						

\* (A) Many times daily; (B) Once or twice a day; (C) Several times a week; (D) Several times a month; (E) Several times a year.

Comments on Personal Contacts needing further explanation:

A F&W Biologist III makes numerous public contacts while a F&W Biologist II does not - this is one of the basic differences between the responsibilities of the two classifications.

8 Working Conditions and Physical Demands. Explain physical factors which affect the position - use examples where appropriate.

This person will work outdoors in adverse working conditions. The study area is mountainous, heavily timbered and characterized by deep snows in winter. Mountain goat habitat is generally very rugged, rocky terrain in remote mountainous regions.

9 Supervision Level. Describe how position is supervised.

This person, like all Fish and Game field personnel, is supervised by the regional supervisor at his discretion. Because of the nature of the contract with the Forest Service, it will also be necessary for the incumbent to coordinate activities with federal priorities.

19A Immediate Supervisor

Incumbent

Title

Class Code

Grade

Position No.

20 Minimum Education

Specialization and Coursework. If specialized knowledges are needed to perform duties of the position, indicate minimum specialized coursework needed.

Grade School		High School					College				
Ability to read & write	8	9	10	11	12	1	2	3	B A	M A	Ph D
										X	

Fish and Wildlife Management

21 Minimum Experience Required to perform Duties of Position:

MS degree plus 2 years with the Department of Fish and Game

22 Special Qualifications (licenses, certificates, etc.)

N/A

23 Travel Required

yes ☒ X

no ☐

☒ Daily

☐ 2 to 3 times a week

☐ 2 to 3 times a month.

24 Knowledge, Skills and Abilities (Describe knowledges, abilities, characteristics, skills, etc. which are specifically job related and essential to perform the work of this position.)

Working knowledge of the techniques of investigations of plant and animal communities, methods of statistical analyses and techniques of report writing.

25 Additional desirable knowledges, skills, and abilities that might contribute to outstanding job performance.

The ability to work well with people, public speaking ability and a well-rounded knowledge of wildlife are all necessary for this position.

Signature of Agency Director

Date

Signature of Administrator, Personnel Division

Date



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PERSONNEL DIVISION

# CLASS SPECIFICATIONS

CLASS CODE	041028
GRADE	13
LAST UPDATED	3-14-75

OCCUPATIONAL  
GROUP

Biological Sciences

MONTANA CLASSIFICATION TITLE

Fisheries and Wildlife Biologist II

## DESCRIPTION OF WORK

**GENERAL DUTIES:** Performs professional activities in making field collections of biological, physical, and chemical data and conducting assigned surveys and investigations.

**SUPERVISION RECEIVED:** Works under close supervision of an administrative superior.

**SUPERVISION EXERCISED:** Supervises student assistants as assigned.

## EXAMPLE OF DUTIES

Collects, compiles, and analyzes data obtained from surveys and investigations; uses statistical methods in designing sampling techniques and analyzing data collected; reviews scientific literature, writes technical reports or articles; performs related work as required.

## MINIMUM QUALIFICATIONS

**KNOWLEDGES:** Working knowledge of the techniques of investigations of plant and animal communities, methods of statistical analyses and techniques of report writing.

**SPECIAL SKILLS:** None.

**ABILITIES:** Ability to design and carry out scientific research, to work outdoors in adverse working conditions; to be physically able to perform assigned duties; to establish and maintain effective working relationships with employees, other agencies, and the public; to communicate effectively verbally and in writing.

**EDUCATION:** Master's degree in Fish and Wildlife Management or closely related biological science.

**EXPERIENCE:** None.

OR

Any equivalent combination of education and experience.

USER  
AGENCIES

All

As Noted Below

All Except Those Noted Below

**NOTE:** Duties described above are not necessarily all inclusive for this class.



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PERSONNEL DIVISION

# CLASS SPECIFICATIONS

CLASS CODE	041027
GRADE	11
LAST UPDATED	12-3-75

OCCUPATIONAL  
GROUP

Biological Sciences

MONTANA CLASSIFICATION TITLE

Fisheries and Wildlife Biologist I

## DESCRIPTION OF WORK

**GENERAL DUTIES:** Performs entry level professional activities in making routine field collections of biological physical and chemical data; conducts assigned surveys and investigations.

**SUPERVISION RECEIVED:** Works under immediate supervision of an administrative superior.

**SUPERVISION EXERCISED:** Works as lead worker over student assistants as assigned.

## EXAMPLE OF DUTIES

Assists in collecting, compiling, and analyzing data obtained from surveys and investigations; reviews scientific literature; writes technical reports or articles; performs related work as assigned.

## MINIMUM QUALIFICATIONS

**KNOWLEDGES:** Some knowledge of the principles and techniques of investigating plant and animal communities and the methods of statistical analysis.

**SPECIAL SKILLS:** None.

**ABILITIES:** Ability to assist in scientific research; to work outdoors in adverse working conditions; to work harmoniously with other employees and the public; to communicate effectively verbally and in writing; to perform physical assignments as required.

**EDUCATION:** Bachelor's degree in fish and wildlife management or a closely related biological science.

**EXPERIENCE:** None.

OR

Any equivalent combination of education and experience.

USER  
AGENCIES

5201

All

\* As Noted Below

All Except Those Noted Below

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PERSONNEL DIVISION

POSITION  
DESCRIPTION

Personnel  
Use Only

(PIQ and PD combined 7/79)

The Position Description should provide a detailed statement of the duties and responsibilities assigned to an employee. As the building block of an effective personnel administration program, the Position Description must be completed to assist in classification, pay, recruitment, selection, performance evaluation, training, staffing analysis and other management functions. Thus, in order for this form to be effective, adequate time and effort must be expended in following its instructions, in understanding its intent and in completing it.

Each agency may decide who should complete the form. Considerations that affect this choice are the circumstances for completing it, the desire to stimulate employee participation and interest, and the authority and responsibility of management to determine the duties and responsibilities of positions. The form does require that management complete the sections concerning physical demands, supervision received and requirements. Signature blocks have been provided to allow larger agencies several levels of review and approval. Each agency should establish its own policy and procedure regarding the review and approval of the form.

Before proceeding, PLEASE READ THE ENTIRE FORM to understand how sections relate to each other and to avoid repeating information. If there are any questions about completing this form, contact your agency personnel officer or the State Personnel Division at 449-3871.

PLEASE TYPE OR PRINT CLEARLY

PART I: TO BE COMPLETED BY EMPLOYEE OR SUPERVISOR / MANAGEMENT

1	Classification	Current:	Title	Class Code	Grade	Position No.
		Proposed:	Fish & Wildlife Biologist II		13	13504
2	Agency	Department, Agency or University Unit			Division or equivalent	
		Fish, Wildlife & Parks			Fisheries	
3	Address	City		Building & Street	Room Number	Business Telephone
		Billings		1125 Lake Elmo Drive		252-4654
4	Prepared by:	<input type="checkbox"/> Employee <input checked="" type="checkbox"/> Supervisor/Management         Name of Employee: <u>Patrick E. Marcuson</u>				
5	Describe the activity, function, product or service of the office or work unit in which the position is situated:  Fisheries Management Division - regional level: Collect, analyze, interpret and make management decisions on the sport fishery resource in the region. Take measures to determine impacts of development on the fishery resource and make recommendation to maintain, protect and enhance the fishery.					
6	DUTIES AND RESPONSIBILITIES OF POSITION:					
	Describe the duties, tasks and responsibilities of the position. Begin with a general statement of what the position does and then organize the description into duties and tasks beginning with the most important duties. A duty is a large segment or category of work performed and can be used to group related tasks. Task statements are effectively written by using the following format: an <u>action verb</u> , an <u>object</u> , an <u>output</u> and <u>how accomplished</u> . Use language that will enable a person not familiar with the work of the position to understand what is taking place in the work activities described. Avoid words that are not graphic, such as "assists", "develops", "handles", "processes" and "works with". Complete this section by estimating the percent of time spent on each duty.					
	Responsible for conducting stream and lake surveys.					
	Responsible for assessing minimum stream flows for fisheries of numerous game fish species, including collecting, analyzing and reporting findings.					
	Responsible for designing gear and methods needed to conduct management jobs.					
	Responsible for evaluating management - past and proposed.					

%

## Duties and Responsibilities (continued)

%

(Attach additional sheets if necessary)

## 7 SUPERVISION EXERCISED: List the position number and title of positions directly supervised.

Position No.	Title	Position No.	Title

Describe the nature of supervision exercised in the following areas: setting policies, objectives, work plans, work methods and priorities; assign, review, evaluate, train, hire, discipline.

Supervise temporary fisheries aides.

## 8 EQUIPMENT OR MACHINERY USED: Indicate the percent of total work time.

Type	%	Type	%
Chemistry kit, satturometer, thermometer		sonar devices	20
thermographs	10	Microscopes, microprojectors	10
Computers, calculators	40	Cars, trucks, oversnow, boats and	
Visual aids	5	motors	15
Gill nets, electrofishing gear, seines			

PART I: continued

PART II: TO BE COMP. BY SUPERVISOR/MGMT.

9	PERSONAL CONTACTS		
Describe the types, reasons for and frequency of personal contacts necessary to perform the work of this position by using the following as a guide:			
	<u>WHO</u>	<u>WHY</u>	<u>FREQUENCY</u>
	clerical professional management	cliente general public private business etc.	to provide information to make arrangements to negotiate to persuade
		to gather information to elicit cooperation to advise etc.	daily weekly monthly yearly
Indicate whether contacts are within work unit, within agency or external.			
	Clerical	to provide data and make arrangements	weekly
	Professional	to provide and gather information, to advise and elicit cooperation	weekly
	Management	to provide and gather information, to advise and elicit cooperation	weekly
	General public & private business	to provide information, elicit cooperation and advise	monthly
10	DECISIONS AND COMMITMENTS: SCOPE AND EFFECT		
Describe areas, kinds and impact of decisions and commitments; the effects, influence and significance of the work of the position; the consequence of error and subsequent accountability, and limitations on the extent and finality of actions and decisions.			
Decision on interpretation, input and analysis of data related to responsibilities outlined in Item 6. This requires a trained fisheries scientist with ability to work independently with only occasional supervision.			
11	To the best of my knowledge, the duties & responsibilities described herein are accurate & complete.		Employee Signature: <u>Patrick E. Marcuson</u> Date: <u>August 31, 1982</u>
12	IMMEDIATE SUPERVISOR:	Name: <u>Patrick E. Marcuson</u> Title: <u>Regional Fishery Manager</u>	
13	ADDITIONAL COMMENTS OR INCORRECT ITEMS:		
14	SUPERVISION RECEIVED		
Describe how this position is supervised by using the following as a guide:			
1. How is work assigned, i.e., in what format, by whom, etc.? 2. How are work methods, procedures and priorities determined? 3. What guidelines, manuals, procedures & references are available & how are they used? 4. What assistance is available from others, i.e., supervisor, coworkers, outside specialists, etc.? 5. How is work reviewed, i.e., by whom, how often, by task, by objective, what methods, etc.?			
Fisheries Biologist Supervision - will outline short and long-term objectives of job. Methods and priorities will incorporate the best of the state-of-the-art analysis techniques. Work will be reviewed as necessary by the supervisor to ensure the time schedule and output are being met.			

## 15 KNOWLEDGES, SKILLS AND ABILITIES

Describe the knowledges, skills and abilities (KSA's) that are specifically job related, essential to perform the work of this position and are essential for appointment to this position. Do not include those things typically learned on the job.

Working knowledge of cold and warm water fisheries science with background in data analysis and interpretation.

Which of the above can be used to distinguish superior performance?

## 16 EDUCATION AND EXPERIENCE

Describe specific kind, amount and level of education (curriculum, courses, specialization) and experience that indicate the source of KSA's and that can be used in selecting a person for this position.

Master of Science in fisheries and previous field experience.

## 17 PHYSICAL DEMANDS AND WORKING CONDITIONS

Describe any physical demands, working conditions or job hazards that affect how the incumbent performs the job or that impose additional requirements in selecting a person for the position or that affect the complexity and nature of work.

Nothing inordinate.

18

To the best of my knowledge, the statements in Parts I and II are accurate and complete.

Supervisor's  
Signature:

*Karen R. Ziegen*

Date: August 31, 1982

## ADMINISTRATIVE REVIEW AND APPROVAL: Agency option except number 3

Comment:

☐ Additional comments attached

1. Signature:

*Arthur H. Whitman*

Title: FISH-DIV ADMIN

Date: 1 SEP 82

Comment:

☐ Additional comments attached

2. Signature:

Title:

Date:

Comment:

☐ Additional comments attached

3. Agency Director or Designee:

*Ronald W. Marcum*

Date:

9/2/82

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PERSONNEL DIVISION

POSITION  
DESCRIPTION

Personnel  
Use Only

(PIQ and PD combined 7/79)

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Each agency may decide who should complete the form. Considerations that affect this choice are the circumstances for completing it, the desire to stimulate employee participation and interest, and the authority and responsibility of management to determine the duties and responsibilities of positions. The form does require that management complete the sections concerning physical demands, supervision received and requirements. Signature blocks have been provided to allow larger agencies several levels of review and approval. Each agency should establish its own policy and procedure regarding the review and approval of the form.

Before proceeding, PLEASE READ THE ENTIRE FORM to understand how sections relate to each other and to avoid repeating information. If there are any questions about completing this form, contact your agency personnel officer or the State Personnel Division at 449-3871.

PLEASE TYPE OR PRINT CLEARLY

PART I: TO BE COMPLETED BY EMPLOYEE OR SUPERVISOR / MANAGEMENT

1	Classification	Current:	Title	Class Code	Grade	Position No.
			Fish & Wildlife Biol. I	041027	11	22993
2	Agency	Proposed:	Fish & Wildlife Biol. II	041028	13	Same
		Department, Agency or University Unit			Division or equivalent	
3	Address	Fish, Wildlife & Parks			Ecological Services	
		Bureau or equivalent		Section or equivalent	Unit or equivalent	
4	Prepared by:	Helena		FWP	449-2602	
		City	Building & Street	Room Number	Business Telephone	
5	Describe the activity, function, product or service of the office or work unit in which the position is situated:	<input type="checkbox"/> Employee <input checked="" type="checkbox"/> Supervisor/Management				
		Name of Employee: Keith Aune				
6	DUTIES AND RESPONSIBILITIES OF POSITION:	survival in this part of Montana.				
		Describe the duties, tasks and responsibilities of the position. Begin with a general statement of what the position does and then organize the description into duties and tasks beginning with the most important duties. A duty is a large segment or category of work performed and can be used to group related tasks. Task statements are effectively written by using the following format: an <u>action verb</u> , an <u>object</u> , an <u>output</u> and <u>how accomplished</u> . Use language that will enable a person not familiar with the work of the position to understand what is taking place in the work activities described. Avoid words that are not graphic, such as "assists", "develops", "handles", "processes" and "works with". Complete this section by estimating the percent of time spent on each duty.				
7	The reason for this reclassification request is that the oil and gas activities anticipated in this area have become a reality. The biologist in this position will now be charged with making recommendations at the same time his monitoring activities are being carried on, and these recommendations will be critical to the survival of the bear. Also, he will be working with only limited supervision and with severe time restrictions.	This biologist will study the daily activities of grizzly bear in an attempt to determine how oil and gas drilling and the associated impacts will affect these bears. This will be done by trapping and sedating bears, equipping them with radio collars and monitoring their movements by both aerial and ground observations. Recommendations will be made on critical areas and critical times of year, as well as placement of roads and camps.				
		%				

Traps have been placed in areas of known grizzly use. When a bear is found in a trap, it is tranquilized by the use of a Palmer "cap-chur" gun, metal tags are placed in both ears for future identification, and it is equipped with a radio collar. The bear is weighed and zoological measurements taken. A premolar is pulled and a microtome section is made of the tooth to determine the age of the bear. He is checked for ticks and parasites and given a shot of antibiotic. Blood samples are taken to determine genetic traits over a long-time study. The bear is observed until he is fully recovered from the drug and turned loose.

The bear's movements are monitored by radio telemetry through weekly aerial observations, as well as by ground tracking. The specific locations where bears are observed are visited, and the types of habitat used by the bear are noted. Vegetative samples are taken, signs of activities are observed, and scats are collected. Scats will eventually be analyzed for food habit studies.

Movement patterns of monitored bears will be mapped so that areas critical to the bear's survival may be avoided when siting roads, camps, etc. A detailed report will be compiled at the close of the contract.

(Attach additional sheets if necessary)

**7 SUPERVISION EXERCISED:** List the position number and title of positions directly supervised.

Position No.	Title	Position No.	Title

Describe the nature of supervision exercised in the following areas: setting policies, objectives, work plans, work methods and priorities; assign, review, evaluate, train, hire, discipline.

As funds are available, the biologist in this position will have a temporary assistant. It will be necessary to closely supervise this person for his own safety, as well as to provide technical expertise.

**8 EQUIPMENT OR MACHINERY USED:** Indicate the percent of total work time.

Type	%	Type	%
Spotting scope, cap-chur gun,			
snare traps, veterinary			
antibiotics, 4-wheel drive			
vehicle, radio telemetry equipment			

PART I: continued

PART II: TO BE COMP. BY SUPERVISOR/MGMT.

9	<b>PERSONAL CONTACTS</b>																									
Describe the types, reasons for and frequency of personal contacts necessary to perform the work of this position by using the following as a guide:																										
<table border="0"><thead><tr><th colspan="2"><u>WHO</u></th><th><u>WHY</u></th><th><u>FREQUENCY</u></th></tr></thead><tbody><tr><td>clerical</td><td>clientele</td><td>to provide information</td><td>to gather information</td><td>daily</td></tr><tr><td>professional</td><td>general public</td><td>to make arrangements</td><td>to elicit cooperation</td><td>weekly</td></tr><tr><td>management</td><td>private business</td><td>to negotiate</td><td>to advise</td><td>monthly</td></tr><tr><td></td><td>etc.</td><td>to persuade</td><td>etc.</td><td>yearly</td></tr></tbody></table>			<u>WHO</u>		<u>WHY</u>	<u>FREQUENCY</u>	clerical	clientele	to provide information	to gather information	daily	professional	general public	to make arrangements	to elicit cooperation	weekly	management	private business	to negotiate	to advise	monthly		etc.	to persuade	etc.	yearly
<u>WHO</u>		<u>WHY</u>	<u>FREQUENCY</u>																							
clerical	clientele	to provide information	to gather information	daily																						
professional	general public	to make arrangements	to elicit cooperation	weekly																						
management	private business	to negotiate	to advise	monthly																						
	etc.	to persuade	etc.	yearly																						
Indicate whether contacts are within work unit, within agency or external																										
<p>While the person in this position is a field biologist, it will be necessary for him to speak to representatives of the oil and gas industry, as well as landowners, to explain the needs of the bear, areas to be avoided by human activities, and measures that could reduce the impact of oil and gas exploration and extraction on the bear.</p>																										
10	<b>DECISIONS AND COMMITMENTS: SCOPE AND EFFECT</b>																									
Describe areas, kinds and impact of decisions and commitments; the effects, influence and significance of the work of the position; the consequence of error and subsequent accountability, and limitations, on the extent and finality of actions and decisions.																										
<p>Decisions and recommendations reached through this study may very well be critical to the survival of the grizzly in this part of Montana; however, these decisions and recommendations will be made after consultation with department superiors.</p>																										
11	To the best of my knowledge, the duties & responsibilities described herein are accurate & complete.	Employee Signature: <u>Keith Ayne</u> Date: _____																								
12	<b>IMMEDIATE SUPERVISOR:</b>	Name: <u>Robert M. Martin</u> Title: <u>Bureau Chief</u>																								
13	ADDITIONAL COMMENTS OR INCORRECT ITEMS:																									
14	<b>SUPERVISION RECEIVED</b>																									
Describe how this position is supervised by using the following as a guide:																										
<p>1. How is work assigned, i.e., in what format, by whom, etc.? 2. How are work methods, procedures and priorities determined? 3. What guidelines, manuals, procedures &amp; references are available &amp; how are they used? 4. What assistance is available from others, i.e., supervisor, coworkers, outside specialists, etc.? 5. How is work reviewed, i.e., by whom, how often, by task, by objective, what methods, etc.?</p> <p>Objectives are outlined in the project contract; methods and procedures, while standard to a wildlife study, are also largely innovative because of the unique character of the area in which the study is being carried on. Daily activities are determined by the weather, activities of the preceding day and personal discretion. Advice and physical assistance are available from regional wildlife personnel. Reports and recommendations will be reviewed by the bureau chief.</p>																										

**15 KNOWLEDGES, SKILLS AND ABILITIES**

Describe the knowledges, skills and abilities (KSA's) that are specifically job related, essential to perform the work of this position and are essential for appointment to this position. Do not include those things typically learned on the job.

A basic knowledge of wildlife biology is essential, with specialized study in the habits of grizzly bears. Personal initiative is imperative.

Which of the above can be used to distinguish superior performance?

**16 EDUCATION AND EXPERIENCE**

Describe specific kind, amount and level of education (curriculum, courses, specialization) and experience that indicate the source of KSA's and that can be used in selecting a person for this position.

A master's degree in fish and wildlife management is required for this position, as well as field experience.

**17 PHYSICAL DEMANDS AND WORKING CONDITIONS**

Describe any physical demands, working conditions or job hazards that affect how the incumbent performs the job or that impose additional requirements in selecting a person for the position or that affect the complexity and nature of work.

It will be necessary for the person filling this position to be in very good physical condition, as the study area is mountainous and the animals to be handled are heavy, hard to manage and very dangerous.

**18** To the best of my knowledge, the statements in Parts I and II are accurate and complete.

Supervisor's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ADMINISTRATIVE REVIEW AND APPROVAL: Agency option except number 3**

Comment:

☐ Additional comments attached

1. Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment:

☐ Additional comments attached

2. Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment: ☐ Additional comments attached

3. Agency Director or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

1	Present Classification	Class Code 041028	Classification Title (Current or Proposed) Fisheries & Wildlife Biologist II		Grade 13	Position No.
2	Agency	Department Fish & Game		Division Ecological Services		
		Bureau Baseline Std.	Section		Unit	
3	Address	City Helena	Building & Street		Room Number	Business Tel. 449-3888
4	Personnel Division Use Only	New Title			Class Code	Grade
						Position No.
5		<input type="checkbox"/> Desk Audit <input type="checkbox"/> Field Audit		Effective Date of Action:		

## 6 General Statement of Duties and Responsibilities (Major duties and responsibilities of position)

Collect basic habitat requirement data on the important game, nongame and forage fish species in the middle Missouri River; develop techniques and equipment for use on a large river system; develop a telemetry system; prepare data collected for use in determining instream flows for middle Missouri River.

## 7 Specific Statements and Examples of Duties and Responsibilities (itemized examples and specific statements)

The primary duty of this employee will be to collect habitat requirement data on important fish species in the middle Missouri River for use in the Cooperative Instream Flow Group's Incremental Flow Analysis Method.

To accomplish this, methods will be developed for sampling eggs and larval fish in large rivers and perfecting a paddlefish monitoring and telemetry system.

Habitat measurements will be made for certain life history stages of selected fish species. Physical channel features will be measured according to procedures authorized by the Instream Flow Group. Life history studies will emphasize research on spawning times and physical conditions under which the major species spawn. Cross-sectional profiles will be done on major spawning areas.

Specific Statements and Examples of Duties and Responsibilities Continued:

Title and Number of Positions Supervised

Title	No.	Title	No.
Laborer, probably Grade 8			

Describe Nature of Supervision (How are work assignments made by incumbent; does incumbent review, approve, recommend approval of subordinates' work; does incumbent hire, recommend discharge, evaluate performance, etc.)

The incumbent will hire the temporary employees. He will make specific assignments, explain methods, evaluate performance at the end of the season, etc.

Equipment or Machinery used

TYPE

%

TYPE

%

Gill nets, seines  
Standard fish sampling equipment  
Large electrofishing boat  
Streambottom samplers

Water quality samplers  
All this equipment will comprise  
75% of his time

References, Manuals and/or Guides available to assist incumbent in performance of work (include statutes, regulations, etc.)

N/A

Technical assistance is available from the water resources supervisor, his immediate supervisor, the regional coordinator and the bureau chief.

13 Work Assignment Methods and Procedures (How is work assigned to position; what form is it in (such as penciled lay out, rough draft, etc.) and kinds of decisions already made.

Basic instructions and objectives are outlined in job contract. During the first two years direction is given by immediate supervisor. After two years this person would be expected to work largely on his own. Specific activities are largely governed by weather.

14 Consequence of Error and How Errors are Discovered by Others (what are the ramifications of error, i.e. costs in dollars, public relations, service breakdowns, etc.)

Errors could result in loss of an important fishery resource; also, inadequate compliance with MEPA, the Montana constitution and the water quality act.

15 Areas of Decisions and Commitments (Is the employee free to speak for the agency; can employee commit state, agency, or unit to a specific course of action - how is this accomplished?)

This person is a field biologist. He will talk to fishermen, but other than that he will have little contact with the public.

16 Personal Contacts (Type, nature, and frequency of contacts with persons outside of the agency)

	A	B	C	D	E	PURPOSE
Clerical Staff			X			
Professional Staff			X			
Management Staff			X			
Agency Directors, Chairpersons, etc.						
Legislators						
Private Sector Professional Staff						
Private Sector Managers						
General Public			X			
Others ( )						

\* (A) Many times daily; (B) Once or twice a day; (C) Several times a week; (D) Several times a month; (E) Several times a year.

17 Comments on Personal Contacts needing further explanation:

18 Working Conditions and Physical Demands. Explain physical factors which affect the position - use examples where appropriate.

This person will work on an electrofishing boat in a large river in all kinds of weather. He will be required to lift heavy equipment, nets, seines, etc.

19 Supervision Level. Describe how position is supervised

This person's immediate supervisor will be a Biologist III stationed on the middle Missouri, and, like all field personnel, under the general supervision of the regional supervisor at his discretion.

19A Immediate Supervisor

Incumbent  
Rod Berg

Title  
B&W Biologist III

Class Code

Grade  
14

Position No.

20 Minimum Education

Grade School	High School					College					
Ability to read & write	8	9	10	11	12	1	2	3	B A	M A	Ph D
										X	

Specialization and Coursework. If specialized knowledges are needed to perform duties of the position, indicate minimum specialized coursework needed.

Fish and Wildlife Ecology

21 Minimum Experience Required to perform Duties of Position:

1 year

22 Special Qualifications (licenses, certificates, etc.)

N/A

23 Travel Required    yes ☒    no ☐    ☒ Daily    ☐ 2 to 3 times a week    ☐ 2 to 3 times a month.

24 Knowledge, Skills and Abilities (Describe knowledges, abilities, characteristics, skills, etc. which are specifically job related and essential to perform the work of this position.)

Working knowledge of the techniques of fisheries investigations, methods of statistical analyses and techniques of report writing. Must have good mechanical ability and working knowledge of river craft.

25 Additional desirable knowledges, skills, and abilities that might contribute to outstanding job performance.

26 Signature of Agency Director

Date

Signature of Administrator, Personnel Division

Date

EXHIBITS 12  
2-8-83

STATE OF MONTANA

DEPARTMENT OF

FISH, WILDLIFE AND PARKS

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Long Range Information Processing Plan

January 1983

## PREFACE

The statewide data processing plan has been instrumental in assisting the State of Montana in planning for data processing expenditures. This department is planning to provide data processing resources to many parts of the department which do not currently have data processing capabilities. To make this implementation as cost efficient as possible, we have completed a long range data processing plan for this department. In this plan, we have:

1. Set objectives and made recommendations concerning the operation of data processing resources in this agency.
2. Identified needs that would justify the projected expenditures.
3. Set up an internal mechanism to acquire data processing equipment and software.
4. Identified statewide policy that affects data processing in our agency.

It is our desire that this plan will assist us in utilizing data processing in the best possible manner.

---

J. W. FLYNN, DIRECTOR

Department of Fish, Wildlife & Parks

## ACKNOWLEDGEMENTS

### ADMINISTRATION

James W. Flynn

Director

Orville W. Lewis

Deputy Director

Ron Marcoux

Associate Director

### DIVISION ADMINISTRATORS

Dave Mott

Centralized Services

Ronald Aasheim

Conservation Education

James Posewitz

Ecological Services

Art Whitney

Fisheries Division

Erwin Kent

Law Enforcement

Ronald Holliday

Parks

Eugene Allen

Wildlife Division

### REGIONAL SUPERVISORS

Thomas Hay

Region 1

James Ford

Region 2

LeRoy Ellig

Region 3

Nels Thoreson

Region 4

Roger Fliger

Region 5

Richard Johnson

Region 6

Keith Seaburg

Region 7

## REGIONAL CONTACTS

Laney Hanzel

Region 1

Denny Workman

Region 2

Dick Vinceut

Region 3

Don Childress

Region 4

Bill Pryor

Region 5

Harold Wentland

Region 6

Al Elser

Region 7

## DATA PROCESSING STEERING COMMITTEE

Jim Herman

Centralized Services

John Cada

Wildlife Division

Bob McFarland

Fisheries Division

## TYPING

Fran O'Hara

Word Processing Supervisor

Constance Mills

Personnel Clerk III

Department of Fish, Wildlife and Parks  
Long Range Information Processing Plan  
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2. Statewide data processing goals and objectives
3. Department security and privacy policy

## A. Introduction --

The data processing revolution is here. The explosion has increased yearly since the development of the first electronic computer 40 years ago. Computers control many functions of our civilization and life would seem archaic without them. The problems we are faced with is not whether to use a computer or not, but how to best use them. We have this decision in not only our professional life, but our personal life.

The computer can be a most useful tool if used correctly. It can also be a frustrating experience. It is the objective of the Department of Fish, Wildlife and Parks that we we will do our best to make our relationship with the computer revolution both rewarding and productive.

To meet this objective, the department needs to assure futuristic planning, anticipation of need, and prompt response to staffing, equipment, and training needs as they pertain to data processing. In addition, this objective necessitates the establishment of an ongoing communicating mechanism that assures open, frank, and informed exchange of information between department personnel. This can be achieved through the establishment of a long range data processing plan. This document is our attempt at laying the groundwork for a very rewarding experience in the computer generation.

## B.1 Objective --

That data processing should provide a return on the investment.

## Recommendations --

1. That all data processing service or hardware acquisitions be justified.
2. That justification will include needs assessment, implementation costs, operation costs, and alternative methods.
3. That priority of data processing acquisitions will be determined by the best return on the investment.

## Discussion --

Acquiring data processing equipment and services is a challenging process. Even the most knowledgeable individual can be confused with the vast selection of hardware and software. No two are alike and comparing them is difficult. The assumption that must be made is how can I get the basic job done in the most efficient manner possible at the lesser price. The hardware or software that gives the most information, or provides the most efficiency to employees for the lesser cost is the system that should be given the priority to be acquired.

## B.2 Objective --

To establish policies and procedures for preparing and processing requests for data processing systems and services.

## Recommendations --

1. To establish a data processing steering committee composed of three members as appointed by the director and charged with the responsibilities and authority to:
  - a. Maintain a current Fish, Wildlife and Parks (FWP) long range data processing plan.
  - b. Review, approve, disapprove, or make recommendations concerning requests for data processing services; hardware; and software.
  - c. Recommend new policies or changes to policy to the directors office. Final decision concerning policy will be made by the director.
  - d. Be responsible for coordination and obtaining necessary approvals from the State DP Coordinator and the Department of Administration and other departments as necessary.
  - e. Insure that the department is in compliance with statewide policies (appendix 1) and goals and objectives (appendix 2).

## Discussion --

The need to have a steering committee to address DP issues and requests for services cannot be overemphasized. This committee would screen all requests for new systems and system modifications and develop policies and procedures relating to data processing. This steering committee would meet as necessary to review requests and develop DP policy.

## B.3 Objective --

To establish and maintain a departmental data processing plan based on Division needs.

## Recommendation --

That each division identify DP systems necessary to satisfy their information needs. To accomplish this, each division will review its activities and identify functions which can be automated resulting in saving of staff time or funds while maintaining, as a minimum, the quality of service currently experienced by manual operations.

## Discussion --

The need for a long range plan cannot be over stated. It helps plan for some basic automated needs. At the same time, it assists in

coordinating these needs between the various divisions of the agency. The compilation of these needs will allow for the acquisition of data processing resources that will provide the best services for the funding available.

#### B.4 Objective --

To assure data processing systems are responsive to the user's information needs at all organizational levels.

#### Recommendation --

That each division perform an annual review of their data processing systems. This review is to insure that the systems are providing the appropriate management level information, operating efficiently, user friendly, and that the latest data processing techniques are being utilized.

#### Discussion --

Data processing systems must be responsive to user information needs at the various levels within the organization. These information needs deal with decision making, planning, program monitoring and management, etc., therefore, the degree of detail and frequency of information necessary for each function and organizational level will vary widely. The line worker may need detailed lists of individual recipients. Upper management levels need summarization.

There are many other qualitative differences in the kinds of information needed by each level of management. DP system requirements must explicitly acknowledge these levels and provide capabilities for providing the needed information to each level.

#### B.5 Objective --

To standardize data elements to facilitate interface between systems, information retrieval, and system design.

#### Recommendations --

1. That all new systems use standardized data elements insofar as is practical.
2. That a list of standard data elements for all systems be developed by the DP steering committee.

#### Discussion --

Data elements are individual items of information that comprise a computer record such as conservation number, rate of pay, species, etc. Currently, each DP application can uniquely establish the content, meaning, and physical characteristics of these data elements. For example, birth date may be recorded as 032863 on one file, 630328 on another and MAR281963 on another file. This generates several inefficiencies in the DP process. A survey of

current systems would have to be conducted to determine those data elements used by more than one system.

#### B.6 Objective --

To avoid software system duplication.

#### Recommendations --

1. That an inventory of department data processing systems be maintained by the data processing steering committee.
2. That as new systems are developed, they be compared to the current inventory to avoid duplication.

#### Discussion --

The department should make effective use of existing systems and programs to avoid duplication. The multiple use of existing systems should not, however, create a difficult or unmanageable system to operate, maintain or use. Some duplication may not be bad if it promotes simplification and efficiency or reduces costs.

#### B.7 Objective --

To assure that each data processing system is adequately documented.

## Recommendations --

1. That system documentation be developed for each computer system.
2. That documentation should contain information on how the system was developed and how it works including input/output forms design, system flowcharts, program specifications/definitions, user and data processing operating instructions, etc.
3. That one complete copy of each system documentation shall be filed in the Administrator's office of the division for which the system is being utilized.
4. That all changes as a result of maintenance or modifications to existing systems shall be documented and included with the original system documentation.

## Discussion --

Each computer system must be sufficiently documented to permit its maintenance or modification without reference to those individuals involved in its development.

Documentation should be commensurate with the systems' size and complexity. As an example, the documentation for a large, complex system, such as the drawing system must be much more detailed than those for a system of significantly less complexity.

One-time reports require no documentation. Once the report is run, there is not need for further use of the program(s) creating the report. Systems containing significant information (wildlife surveys, fishing surveys, sportsmen drawing, etc.) and/or which are run on a scheduled basis, must be documented.

All changes (maintenance or modifications) to existing systems must be documented and included with the original system documentation.

The documentation stored in the Administrator's office will serve as an off-site storage in case of disaster.

#### B.8 Objective --

To provide adequate privacy and security for information contained in the computer systems.

#### Recommendations --

1. That the degree of privacy be commensurate with the sensitivity of the data in each system and be in conformity to State or Federal law, and Department rules on confidentiality.

2. That all systems shall limit access to prevent unauthorized data manipulation. (See Appendix "3" for more on data privacy).
3. That data files should be copied on a regular basis and stored in an offsite location.

#### Discussion --

The computer age has created a real problem with privacy of data. This starts with the sportsmen entering his name and address on a license application. There are numerous individuals, business or organizations that desire to have access to this information. The department must make every effort possible to protect this information from access by individuals for any function other than that required by the agency. To protect data files from accidental or intended destruction, it should be copied and retained in an off-site location.

#### B.9 Objective --

To provide data processing training to department staff at all organizational levels.

#### Recommendations --

That the data processing steering committee promote and coordinate ongoing training to all levels of the department.

## Discussion --

One of the frustrations to a program manager is that certain technologies may be available that could greatly enhance the performance of a division's program. Unfortunately, it can be very difficult to acquire information about this technology or once having acquired it, to be able to properly utilize it without proper training. The best example of this is data processing. This technology can have a tremendous impact on a division's program, but it is very technical in nature. To best utilize this technology, it is imperative that department personnel, whether they are directly involved with the operating of a data processing system or not, should have an opportunity for training.

## B.10 Objective --

To utilize the most cost efficient techniques possible from a statewide perspective.

## Recommendations --

1. That the data processing steering committee review requests and consider such requests based on the cost effectiveness from a statewide perspective.
2. That whenever it is practical, a centralized system shall be utilized to provide data processing services.

3. That all cost justifications must consider the option of utilizing appropriate centralized systems.

#### Discussion --

The decision to develop a remote system or utilize a centralized system can be very difficult. This can be true for all applications whether it is a data entry need or an information need. The justification that must be provided must include the cost from a statewide perspective. If the centralized system can provide the required service, it should be given first consideration.

#### B.11 Objective --

To provide centralized support for remote locations.

#### Recommendations --

1. That centralized data processing support shall be provided by the data processing steering committee. The remote users, primarily the regional offices, will receive assistance as required to best utilize their equipment.

2. That centralized support will include software development, software acquisitions, hardware acquisitions, technical support of computer operating systems, preventative maintenance, operations training, hardware and software problem solving, supply and material acquisition, resolving communication difficulties, and contacting vendors as required for servicing of hardware or software.

#### Discussion --

Computers are like any complicated machine, they are difficult to understand without technical background or training. It requires a large effort and considerable time to keep up with technological changes. It is more efficient for a limited number of employees with the proper technical background to keep up with the state of the art than employees at each remote location. The data processing steering committee would also be a clearing house for problem resolution. Frequently, a problem at one remote location is also being experienced at others. Thus, centralized problem solving can be highly productive. Supplies purchased centrally can also provide a savings when purchased in quantity.

#### B.12 Objective --

That all hardware and software must be compatible.

## Recommendations --

1. That all requisitions for data processing hardware or software for remote locations shall require that any hardware or software received must be compatible with other remote systems and the state central computer.
2. That DP systems be written so as to utilize only those software languages which the department supports and for which the department can provide technical backup. The use of all other software languages should be for "one-time" applications and justified by exceptional conditions.

## Discussion --

The investment that the department will have in data processing systems require that hardware and software must be compatible between each of the remote locations and the centralized system. Compatibility will provide efficiency in operations. A good example would be a computer program that is developed or purchased for one remote location can be utilized at other locations. Compatibility also enhances data communications between computers. Transmitting data or electronic mail is two of the major uses of our computer systems. They must be compatible to provide this service.

## B.13 Objective --

To avoid duplication of data.

## Recommendations --

1. That to the extent that is practical, duplication of data entry of data be eliminated.
2. That the data processing steering committee annually review the data that is being captured by the department to eliminate duplication.

## Discussion --

Data files of any organization should be considered just like any other asset. Considerable time and money is expended in acquiring the data, which is subsequently edited, corrected, stored, and processed. The final analysis shows that a significant investment is made in data. For this reason, it is not practical or economically feasible to have data captured and processed twice within any organization. If three divisions are capturing data, i.e. sportsmen data for special licensing and drawings, wildlife surveys, and fishing surveys, every effort should be made to reduce or eliminate three different divisions from capturing the same information or data.

C. Inventory o Current D.P. Systems Hardware

Item Number	Major Function	Location by City	Manufacturer Name	Model	Description	Status	Monthly		Payme Maintena
							Net Purchase Price	Payment Equipment	
001	2	Helena	IBM	3276	2	1	\$2,981.00		\$41.50
002	1	Helena	IBM	3728	2	1	1,970.00		17.00
003	3	Helena	IBM	3278	2	1	1,968.00		17.00
004	2	Helena	IBM	3278	2	1	1,921.00		16.00
005	2	Helena	IBM	3278	1	1	2,072.00		16.00
006	6	Helena	IBM	3287	1	5		\$251.00	
007	3	Helena	IBM	System 6/440		1	10,000.00		275.00
008	3	Helena	IBM	System 6/430		1	4,000.00		100.00
009	2	Bozeman	ACE	DISCOVERY	10	1	15,590.00		39.00
010	2	Bozeman	Mannsmann Tally	MT-1800	6	1	2,900.00		8.00
011	2	Bozeman	NEC	Spinwriter 3500	6	1	2,600.00		6.50
012	6	Bozeman	Hayes	Smartmodem 1200	8	1	640.00		1.60
013	3	Bozeman	CITON	CIT - 80	2	1	1,500.00		3.75
014	2	Bozeman	CITON	CIT - 101	2	1	1,500.00		3.75
015	2	Bozeman	CITON	CIT - 101	2	1	1,500.00		3.75
016	2	Bozeman	CITON	CIT - 101 RETRO	2	1	2,800.00		7.00
017	1	Bozeman	Huston Instruments	704B	11	1	8,150.00		---
018	2	Bozeman	CIPHER	NT-TU	5	1	4,930.00		12.33
019	2	Bozeman	Intertube	VI-I	2	1	600.00		---
020	2	Bozeman	TTY	43	1	1	1,200.00		---
021	6	Bozeman			8	1	250.00		---
022	2	Miles City	TTY	43	1	1	1,200.00		---
023	6	Miles City			8	1	250.00		---
024	2	Kalispell	Intertube	VI.2	2	1	900.00		---
025	2	Kalispell	TTY	43	1	1	1,200.00		---
026	2	Kalispell	Mannsmann Tally	MT-1800	6	1	2,900.00		---
027	2	Kalispell	ICIS	850	10	1	5,000.00		---
028	2	Kalispell	ACE	DISCOVERY	10	1	16,575.00		---
029	2	Kalispell	Hayes	Smartmodem 1200	8	1	649.00		---
030	3	Kalispell	CITON	CIT - 101	2	1	1,395.00		---
031	2	Kalispell	CITON	CIT - 101	2	1	1,395.00		---
032	2	Kalispell	INMAC (linefilter)				195.00		---
033	2	Kalispell	NEC	Spinwriter 3500	6	1	3,285.00		---
							\$104,016.00	\$251.00	\$568.1

# D. Inventory of Current DP Systems Software

## Centralized Services Division Special Licensing Applications

<u>NAME</u>	<u>LANGUAGE</u>	<u>DESCRIPTION</u>
L04045D5	COBOL	Strip messages from error file
L04045D6	COBOL	Application balance and pre-edit
L04045D7	COBOL	Batch statistics report
L04045D8	COBOL	Post sportsman transactions
L04045D9	COBOL	Post drawing applications
L04045E1	COBOL	Post dealer accounting transactions
L04045E2	COBOL	Post license transactions
L04045E3	COBOL	Extract from merged error files
L04045E4	COBOL	Error letter print
L04045E5	COBOL	Party hunting validation
LD4045E6	COBOL	Combine duplicate sportsmen
L04045E9	COBOL	Post district transactions
L04045FA	COBOL	Selection of applications for drawings
L04045FB	COBOL	Random drawing
L04045F3	COBOL	Backup drawing records
L04045F4	COBOL	Extract for drawing reports
L04045F5	COBOL	Successfals listing
L04045F6	COBOL	Post drawing results to database
L04045F7	COBOL	Print warrants
L04045F8	COBOL	Print licenses
L04045F9	COBOL	Reformat applications entry
L04045G1	COBOL	Print alpha list of errors
L04045G2	COBOL	Print mailing labels
L04045G3	COBOL	Print preference letters
L04045G4	COBOL	Extract for license print
L04045G5	COBOL	Print the district file
L04045G6	COBOL	District posting audit trail
L04045G8	COBOL	Reformat application errors
L04045G9	COBOL	Print statistics from drawing
L04045H1	COBOL	Year end maintenance
L04045H2	COBOL	Batch header update
L04045H3	COBOL	Error file key update
L04045J5	COBOL	Alpha history list
L04045J6	COBOL	Preference holder extract
L04045J9	COBOL	Application data base statistics
L04045M1	COBOL	Update dealer remittance records
L04045M3	COBOL	Survey tape modifications
L04045N2	COBOL	Damage hunt drawing
FC05010	CICS	On-line sportsman inquiry
FC06010	CICS	On-line district inquiry
FC07010	CICS	On-line application error correction
FC08010	CICS	On-line sportsman update
FC02010	CICS	On-line name and address file maintenance

S0404513	COBOL	Print deer and elk permits
S0404514	COBOL	Print antelope license
S0404515	COBOL	Read QSAM choice record
S0404516	COBOL	Read QSAM district record
S0404517	COBOL	Print total drawing statistics for elk
S0404518	COBOL	Print total drawing statistics for moose, sheep, goat
S0404519	COBOL	Print total drawing statistics for antelope
S0404520	COBOL	Print total drawing statistics for deer
S0404522	COBOL	Print miscellaneous posting audit trail
S0404523	COBOL	Post miscellaneous preference transactions
S0404524	COBOL	Post application and species miscellaneous transactions
S0404525	COBOL	Post miscellaneous choice transactions
S0404526	COBOL	Post miscellaneous party transactions
S0404527	COBOL	Audit trail for load VSAM phase I
S0404534	COBOL	Revised label print with license definition
S0404540	COBOL	Submodule for printing duplicates
S0404546	COBOL	Balance remittance transactions
S04045X5	COBOL	Unrestricted regional drawing
S04045X6	COBOL	Unrestricted unlimited drawing
S04045X7	COBOL	Read drawing backup
S04045X8	COBOL	Print posted audit trail
S04045X9	COBOL	Post drawing to data base
S04045Y1	COBOL	Read VSAM district file
S04045Y2	COBOL	Print district report
S04045Y3	COBOL	Format district record
S04045Y4	COBOL	Print quota posting audit trail
S04045Y5	COBOL	Edit quota posting transactions
S04045Y6	COBOL	Write district drawing record
S04045Y7	COBOL	Write choice drawing record
S04045Y8	COBOL	Write sportsman drawing record
S04045Y9	COBOL	Read and write party record
S04045Z1	COBOL	Control to select antelope for drawing
S04045Z2	COBOL	Control to select deer for drawing
S04045Z3	COBOL	Control to select elk for drawing
S04045Z4	COBOL	Control to select moose, sheep and goat for drawing
S04045Z5	COBOL	Read drawing type for sportsman
S04045Z6	COBOL	Write tape for successful sportsman
S04045Z7	COBOL	Write tape for drawing statistics
S04045Z8	COBOL	Write tape for warrants for unsuccessfuls
S04045Z9	COBOL	Print warrant audit trail
S0404511	COBOL	Read/write errors in error file
S0404512	COBOL	Print moose, sheep and goat licenses
S04045U6	COBOL	Print party validation error list
S04045U7	COBOL	Read/write sportsman data
S04045U8	COBOL	Read/write district data
S04045U9	COBOL	Read/write choice data
S04045V2	COBOL	Print the individual drawing statistics
S04045V3	COBOL	Build the individual drawing statistics table
S04045V4	COBOL	Building the drawing choice table
S04045V5	COBOL	Drawing control for antelope
S04045V6	COBOL	Drawing control for Deer A
S04045V7	COBOL	Drawing control for Deer B

S04045V8	COBOL	Drawing control for deer permit
S04045V9	COBOL	Drawing control for elk permit
S04045W1	COBOL	Drawing control for moose
S04045W2	COBOL	Drawing control for sheep
S04045W3	COBOL	Drawing control for goat
S04045W4	COBOL	Random number generator
S04045W5	COBOL	Restricted landowner drawing
S04045W6	COBOL	Unrestricted landowner drawing
S04045W7	COBOL	Restricted regular drawing
S04045W8	COBOL	Unrestricted regular drawing
S04045W9	COBOL	Restricted preference drawing
S04045X1	COBOL	Unrestricted preference drawing
S04045X2	COBOL	Restricted preference drawing
S04045X3	COBOL	Unrestricted no preference drawing
S04045X4	COBOL	Restricted regional drawing
S04045R9	COBOL	Print extracted error printout
S04045S1	COBOL	Print batch error summary
S04045S2	COBOL	Add to batch error statistics table
S04045S5	COBOL	Print batch statistics report
S04045S6	COBOL	Add to batch statistics totals
S04045S8	COBOL	Add licenses for statistics
S04045S9	COBOL	Compare combining records for combine duplicates
S04045T1	COBOL	Combine duplicate records
S04045T2	COBOL	Print combine duplicates audit trail
S04045T3	COBOL	Build combining duplicate data base table
S04045T5	COBOL	Print conservation physical licenses
S04045T6	COBOL	Print combination physical licenses
S04045T7	COBOL	Print request licenses labels
S04045T8	COBOL	Format license transaction for printing licenses
S04045T9	COBOL	Print letters for edit errors
S04405U1	COBOL	Print letters for errors that exclude the sportsman
S04045U4	COBOL	Print an alphabetical list of errors
S04045U5	COBOL	Print an alphabetical list of E status errors
S04045N9	COBOL	Print posting licenses audit trail
S04045P1	COBOL	Post combined application transactions
S04045P2	COBOL	Post individual application transactions
S04045P3	COBOL	Sequential QSAM read variable 348 byte record
S04045P4	COBOL	Print application posting audit trail
S04045Q1	COBOL	Print non-resident license applied for list
S04045Q2	COBOL	Print non-resident conservation license list
S04045Q7	COBOL	Build license cost table
S04045Q8	COBOL	Make adjustments to the statistics records
S04045Q9	COBOL	Edit for critical errors in the application
S04045R1	COBOL	Build the sportsman posting transaction
S04045R2	COBOL	Build combined application posting transaction
S04045R3	COBOL	Build dealer accounting posting transaction
S04045R4	COBOL	Build license posting transaction
S04045M2	COBOL	Print sportsman audit trail
S04045M3	COBOL	Print sportsman error list
S04045M4	COBOL	Post sportsman additions

S04045M5	COBOL	Post sportsman changes
S04045M6	COBOL	Build a conservation card transaction
S04045M7	COBOL	Read city - name file
S04045M8	COBOL	Build a warrant transaction
S04045M9	COBOL	Print district posting audit trail
S04045N1	COBOL	Post district additions
S04045N2	COBOL	Post district changes
S04045N4	COBOL	Print the dealer posting audit trail
S04045N5	COBOL	Post dealer accounting transactions
S04045N6	COBOL	Post sold license transactions
S04045N8	COBOL	Post returned license transactions

#### Culprit Modules

D04031FA	F04.CULPRIT	Alpha list of big game holders
D04031FP	F04.CULPRIT	Potential duplicate sportsman report
D04031FS	F04.CULPRIT	Alpha list of sportsmen
D04031FX	F04.CULPRIT	Landowner listing
D04031FX	F04.CULPRIT	Put out 10,000 records per tape for warrants
D04031G1	F04.CULPRIT	Replace sport-ID with sequence number for warrants
D04031FB	F04.CULPRIT	List of consignments
D04031M1-M5	F04.CULPRIT	Motor vehicle match project (potential residency violators)
CULANTP	CF0466.TSOL1B	Antelope party report
CONS80-83	CF0466.TSOL1B	Consignments reports
REMS80-83	CF0466.TSOL1B	Remittance reports
CULDEAL	CF0466.TSOL1B	List dealer information
CULELKP	CRJE.L1B.FG05	Late elk districts report
CULEXFZ	CRJE.L1B.FG05	Warrant processing module
CULEXG1	CRJE.L1B.FG05	Warrant processing module
CULEXTL	CRJE.L1B.FG05	Extract successful applicants for labels
CULLAB50	CRJE.L1B.FG05	Label print
CULLAND-LAND1	CRJE.L1B.FG05	Landowner reports
CULLBL	CRJE.L1B.FG05	Print label from FM8 input
CULPARTY	CRJE.L1B.FG05	Party information report
CULSPEC	CRJE.L1B.FG05	Select species without choice attached
CULPLIST	CRJE.L1B.FG05	List party members and numbers
CULREMIT	CRJE.L1B.FG05	Dealer remittances by batch within dealer
CULRPT	CRJE.L1B.FG05	Report on unsuccessfuls in drawing
CULTOTAL	CRJE.L1B.FG05	Application totals by species (data base)
CULTOTER	CRJE.L1B.FG05	Application totals by species (error file)
CULHUNT3	CF0466.TSOL1B	Produce hunter survey tape
CULTAPE I	CF0466.TSOL1B	Alpha warrant list
DLRCDS	CF0466.TSOL1B	Update dealer code file

#### Budget System

MC3296	COBOL	Updates detail file
MC3297	COBOL	Creates project funding
MC3427	COBOL	Creates SBAS 213 Report
04CTL85001	COBOL	Creates Responsibility Center/Financial Report
CULPPP	CULPRIT	Creates revised position control master

## Vehicle System

MC2432	COBOL	Edits vehicle detail file
MC2434	COBOL	Edits project detail and updates project master
MC2435	COBOL	Creates status report from project master
MC2436	COBOL	Edits class detail and updates class master
MC2437	COBOL	Edits vehicle detail and updates class master
MC2438	COBOL	Creates status report from vehicle master
MC2441	COBOL	Creates vehicle exception report
MC2445	COBOL	Creates monthly vehicle stats report
MC2446	COBOL	Creates project number report, journal voucher form #271, journal voucher input tape
MC2482	COBOL	Changes fields in error on vehicle master
MC2622	COBOL	Creates report of closeout file-
MC2644	COBOL	Creates parks reimbursable vehicle list
MC2925	COBOL	Reinitializes vehicle master at year end
MC3161	COBOL	Creates total requests by region report
MC3266	COBOL	Creates vehicle expense report
MC3280	COBOL	Creates closeout stats reports by class

## Warehouse Inventory

MC2685	COBOL	Edits WIS input data
MC2686	COBOL	Updates WIS master
MC2687	COBOL	Creates inventory list from WIS master
MC2688	COBOL	Creates list of inventory exceptions
MC2689	COBOL	Edits project input data and updates project master
MC2690	COBOL	Creates status report from project master
MC2691	COBOL	Creates project number report, journal voucher #271, SBAS journal voucher input tape
MC2731	COBOL	Creates WIS catalog in item number order
MC2740	COBOL	Updates detail master
MC2741	COBOL	Creates activity report and income/expense report
MC2742	COBOL	Creates list of issues to vehicles
MC2810	COBOL	Creates receivables list for warehouse use
MC2818	COBOL	Creates reimbursable list for parks division
MC2846	COBOL	Creates WIS catalog in location and item number order

## General Licensing Applications (Dealer Accounting)

L04045A1	COBOL	Build license data
L04045A2	COBOL	Post consignments
L04045A3	COBOL	Post remittances
L04045A4	COBOL	License transactions expansion
L04045A5	COBOL	Remittance batch balance and edit
L04045A6	COBOL	Strip remittance error file
L04045A6	COBOL	Post license transactions
L04045A8	COBOL	Corrections breakout
L04045A9	COBOL	Post sportman transactions

L0404581	COBOL	Post dealer transactions
L04045B2	COBOL	Post miscellaneous transactions
L04045B5	COBOL	Dealer accounting reports
L04045B6	COBOL	Dealer remittance reports
FC04010	CICS	On-line remittance error corrections
FC01080	CICS	Create remittance entry transactions
FC03010	CICS	Name and address file maintenance
L04045N1	COBOL	Reformat remit entry transactions
L04045J4	COBOL	Dealer consignment projections
L040451X	COBOL	License sales summary
04SUB045A1	COBOL	Read 80 column card
04SUB045A2	COBOL	Build conservation licenses
04SUB045A3	COBOL	Build licenses
04SUB045A4	COBOL	Build vet non game license
04SUB045A5	COBOL	Build license summary records
04SUB045A1	COBOL	Build species summary records
04SUB045A7	COBOL	Print audit report
04SUB045A8	COBOL	Read 80 column card
04SUB045A9	COBOL	Consign conservation licenses by range
04SUB045B1	COBOL	Consign conservation license by total
04SUB045B2	COBOL	Consign licenses by range
04SUB045B3	COBOL	Consign licenses by total
04SUB045B4	COBOL	Error report
04SUB045B5	COBOL	Audit report
04SUB045B6	COBOL	Consignment summary report
04SUB045B9	COBOL	Write random VSAM corrections
04SUB045C1	COBOL	Print audit report (RPT 3002)
04SUB045C2	COBOL	Edit and post remittance accounting transactions
04SUB045C5	COBOL	Expand remittances
04SUB045C6	COBOL	Expand sold licenses
04SUB045C7	COBOL	Expand void licenses
04SUB045C8	COBOL	Expand returned license transactions
04SUB045C9	COBOL	Print error list
04SUB045D5	COBOL	Build batch record
04SUB045D6	COBOL	Edit remittance control
04SUB045D8	COBOL	Edit sold licenses
04SUB045D9	COBOL	Edit void licenses
04SUB045E1	COBOL	Edit returned license transactions
04SUB045E2	COBOL	Print edit errors
04SUB045E3	COBOL	Print batch balance and edit summary
04SUB045E4	COBOL	Read sequential VSAM file
04SUB045E5	COBOL	Post sold licenses
04SUB045E6	COBOL	Post void licenses
04SUB045E7	COBOL	Post returned license transactions
04SUB045E8	COBOL	Print audit report (RPT 3022)
04SUB045F2	COBOL	Print error report (RPT 1030)
04SUB045F3	COBOL	Consolidate sportsman add transactions
04SUB045F4	COBOL	Consolidate sportsman correction transactions
04SUB045F5	COBOL	Consolidate dealer add transactions
04SUB045F6	COBOL	Consolidate dealer correction transactions
04SUB045F9	COBOL	Print audit trail (RPT 1031)
04SUB045G1	COBOL	Print error list (RPT 1032)
04SUB045G2	COBOL	Post transactions for sportsman add

04SUB045G3	COBOL	Post transactions for sportsman corrections
04SUB045G4	COBOL	Build residents plastic card record
04SUB045G6	COBOL	Print audit report (RPT 1033)
04SUB045G7	COBOL	Print error report (RPT 1034)
04SUB045G8	COBOL	Post transactions for dealer addition
04SUB045G9	COBOL	Post transactions for dealer corrections
04SUB045H1	COBOL	Print audit report (RPT 1035)
04SUB045H2	COBOL	Print error report (RPT 1036)
04SUB045H3	COBOL	Post license element corrections
04SUB045H4	COBOL	Post set relationship disconnects
04SUB045H6	COBOL	Delete a consignment
04SUB045H7	COBOL	Build a plastic card record
04SUB045H8	COBOL	Post corrections to license summary records
04SUB045H9	COBOL	Consign VTLIC licenses by range
04SUB045I1	COBOL	Consign VTLIC licenses by total
04SUB045I2	COBOL	Build city name table from input file
04SUB045I3	COBOL	Print license agents report (RPT 1042)
04SUB045I4	COBOL	Print license sales report (RPT 1043)
04SUB045I5	COBOL	Print license activity (RPT 1044)
04SUB045I6	COBOL	Print agents accounts trial balance (RPT 1045)
04SUB045I7	COBOL	Print license control report (RPT 3000)
04SUB045I8	COBOL	Post maintenance remit transactions
04SUB045I9	COBOL	Writes warrant for sportsman deletion
04SUB045J1	COBOL	Build a plastic card record for license type 09 holders

Enforcement Division  
Hunter Safety

MC1887	COBOL	Edits HSC input data
MC1888	COBOL	Updates HSC master file
MC1889	COBOL	Lists HSC master file

Violators System

MC2064	COBOL	Edit and balance of input data
MC2065	COBOL	Master file update
MC2066	COBOL	Creates monthly reports
MC2836	COBOL	Creates annual summary of violations

Wildlife Division

MC2173	COBOL	Edits EL data
MC2174	COBOL	Updates file
MC2176	COBOL	Edits HL data
MC0765	COBOL	Adds SL data
MC1067	COBOL	Adds HL data
MC3100	COBOL	Draws samples
MC2481	COBOL	Edit license data
MC0764	COBOL	Prints label
MC3292	COBOL	Edit SL data
MC0965	COBOL	Edit SL data
MC0332	COBOL	Update SL file
MC0807	COBOL	Counts SL data

MC0868	COBOL	-Calculates param.
MF0905	COBOL	Random number generator
MC3181	COBOL	Edit fur data
MC2367	COBOL	Lists license
MC3182	COBOL	Counts by region
MC2363	COBOL	Samples fur license
MC2364	COBOL	Counts respond
MC0756	COBOL	Edit fur data
MC0906	COBOL	Estimate fur harvest
MC0909	COBOL	Calculate cal. catch
MC2191	COBOL	Sample ARCH license
MC2194	COBOL	Counts respond
MC2190	COBOL	Edits harvest data
MC0053	COBOL	Estimates harvest
MC0770	COBOL	Sample D & E license
MC0771	COBOL	Sample deer B license
MC2207	COBOL	Sample deer permit license
MC0772	COBOL	Sample elk permit license
MC0773	COBOL	Samples B-7 license
MC0775	COBOL	Counts respond
MC1027	COBOL	Edits harvest data
MC0787	COBOL	Edits harvest data
MC0797	COBOL	Estimate deer harvest
MC0798	COBOL	Estimate elk harvest
MC0799	COBOL	Tabulates periods of harvest
MC0808	COBOL	Samples moose, sheep, goat
MC2480	COBOL	Samples antelope license
MC0811	COBOL	Counts respond
MC0117	COBOL	Edits harvest data
MC0118	COBOL	Estimate harvest
MC1530	COBOL	Samples bear license
MC1533	COBOL	Counts bear respond
MC0852	COBOL	Edits bear harvest data
MC3232	COBOL	Edits bear harvest data
MC0853	COBOL	Estimate bear harvest
MC1535	COBOL	Tabulates bear harvest
MC0802	COBOL	Samples game bird license
MC0803	COBOL	Samples turkey license
MC0805	COBOL	Counts respond
MC0911	COBOL	Edits turkey harvest data
MC0912	COBOL	Estimate turkey harvest
MC0934	COBOL	Edit waterfowl data
MC0862	COBOL	Estimate waterfowl harvest
MC1604	COBOL	Tabulate waterfowl bag sizes
MC3146	COBOL	Lists upland game bird data
MC1605	COBOL	Edits game bird data
MC0528	COBOL	Estimates upland game bird harvest
Streamrating	FORTTRAN	Rates streams of Montana
CreelCenSUs	FORTTRAN	Creel census summary
Stream Format	FORTTRAN	Prints English printout of stream data base
Agemat	FORTTRAN	Summarizes fish age data
Monask	FORTTRAN	Summarizes fish age data
FIRE 1	FORTTRAN	Summarizes fish age data

Stregg	FORTRAN	Summarizes fish age data
Agemat 2	FORTRAN	Summarizes fish age data
DBMS	N/A	Data base management system
Wordstar	N/A	Word processing software
Datastar	N/A	Data input software
Supercalc	N/A	Spread sheet calculator
FSID	N/A	Debugger
Spellstar	N/A	Spell dictionary
Mailmerge	N/A	Merge mailing list for labels
COMMx	N/A	Data communications
FORTRAN	N/A	Languages
COBOL	N/A	Languages
PL1	N/A	Languages
Basic 80	N/A	Languages
MBASIC	N/A	Languages

#### Fisheries Division

Geoscan	FORTRAN	Calculate 3rd areas
POSIM	FORTRAN	Pop. modeling
TELDAY	FORTRAN	Calculate 2nd area
SAGIS	FORTRAN	Wildlife data base calculation
ORDIFLEY	FORTRAN	Special division calculation
DECORANA	FORTRAN	Special division calculation
CEP1PROG	FORTRAN	Special division calculation
CP8APROG	FORTRAN	Species division programs
CP8BPROG	FORTRAN	Species division programs
CP12PROG	FORTRAN	Species division programs
GFITSUBR	FORTRAN	Species division programs
C21APROG	FORTRAN	Species division programs
C21BPROG	FORTRAN	Species division programs
C21CPROG	FORTRAN	Species division programs
C21DPROG	FORTRAN	Species division programs
OP30PROG	FORTRAN	Species division programs
CP31PROG	FORTRAN	Species division programs
CP41PROG	FORTRAN	Species division programs
EDIT 1	FORTRAN	Species division programs
EDIT 2	FORTRAN	Species division programs
EDIT 3	FORTRAN	Species division programs
PRE	COBOL	Pre processor for history file
POST	COBOL	Post processor for history file
STANDARD	FORTRAN	Standardize data
RETURN	FORTRAN	Tag return program
RAMSHORN	FORTRAN	Compiles ram measure
INTERJOB	FORTRAN	Calculate interspec of veg. data
DENJOB	FORTRAN	Density measure for trees
CATJOB	FORTRAN	Calculate cattle big game areas
LTEDIT	FORTRAN	Edits transect data

E. Inventory of current DP systems data files.

Centralized Services  
Licensing Data Base

<u>NAME</u>	<u>RESIDENCE</u>	<u>CONFIDENTIALITY</u>	<u>DESCRIPTION</u>
CAT00.F04.D045.FG1	DISK	YES	Error Recycle file
04T045.EG2	TAPE	NO	Key application records
04.T045.FG2	TAPE	YES	Sorted keyed application records
F04.T045.FG3	TAPE	NO	Stripped recycle file
04.T045.FG4	TAPE	NO	Sort merged balance entry file
AT00.F04.D045.FG5	DISK	YES	Batch history file
F04.D045.FG5	TAPE	NO	Backup of history file
F04.D045.FG6	DISK	YES	Balance and edit critical error file
04.D045.FG7	DISK	NO	Sportsman entry transactions
04.D045.FG8	DISK	YES	Application entry transactions
F04.D045.FG9	DISK	NO	Dealer accounting transactions
04.D045.FH1	DISK	NO	License posting transactions
04.T045.RH2	TAPE	NO	Batch statistics report
F04.D045.FH3	DISK	NO	Sorted sportsman entry transactions
04.T045.FG4	TAPE	NO	Conservation card tape
04.T045.FH5	TAPE	YES	Warrant tape
F04.T045.RH6	TAPE	NO	Sportsman audit trail
F04.T045.RH7	TAPE	NO	Sportsman error listing
04.City.Names	DISK	NO	City names file for Montana
04.D045.BH8	DISK	NO	Sportsman backup file
F04.D045.FH9	DISK	YES	Sorted application entry transactions
04.D045.FI1	DISK	NO	Edit error file
04.T045.RI2	TAPE	NO	Application posting audit trail
F04.T045.RI3	TAPE	NO	Licenses applied for list
F04.D045.FI4	DISK	NO	Sorted dealer transactions
04.D045.BI5	DISK	NO	Dealer transaction backup
F04.T045.EL6	TAPE	NO	Duplicate records combination transactions
F04.T045.FL7	TAPE	NO	Sorted combination transactions
04.T045.RL8	TAPE	NO	Combine duplicates report
AT00.F04.D045.FL9	DISK	YES	District VSAM file for drawing
F04.T045.BL9	TAPE	YES	Backup for district
CAT00.F04.D045.FM1	DISK	NO	Choice VSAM file for drawing
04.T045.BM1	TAPE	NO	Backup for choice
CAT00.F04.D045.FM2	DISK	YES	Sportsman VSAM file for drawing
F04.T045.BM2	TAPE	YES	Backup for sportsman
04.T045.RM3	TAPE	NO	Quota listing for drawing
04.C045.EM4	DISK	NO	Quota change transactions file
F04.T045.RM5	TAPE	NO	Audit trail for posting quota changes
04.T045.RM6	TAPE	NO	Individual drawing statistics
04.T045.BM7	TAPE	NO	Backup drawing statistics tape
F04.T045.FM7	TAPE	NO	Statistics file sorted
F04.T045.FM8	TAPE	YES	Successful sportsman file
04.D045.FM9	DISK	YES	Sorted successfulls file
F04.T045.RN1	TAPE	NO	Printed list of successfulls
F04.T045.RN2	TAPE	NO	After drawing species statistics

F04.T045.FN3	TAPE	NO	License from drawing to print file
04.D045.FN4	DISK	NO	Sorted licenses to print file
.T045.RN5	TAPE	NO	Moose, sheep, goat license printed file
04.T045.RN6	TAPE	NO	Deer and elk permits printed
F04.T045.RN7	TAPE	NO	Antelope license printed
04.T045.RN8	TAPE	NO	Data base drawings posted audit trail
F04.T045.FN9	TAPE	YES	Warrant tape
F04.T045.FP2	TAPE	NO	Alpha letters in error file order
04.T045.FP3	TAPE	NO	Alpha letters in alpha order
04.D045.FP4	DISK	NO	Reformat of application errors
F04.T045.RP5	TAPE	NO	Exclusion letters
04.T045.FP6	TAPE	NO	Sportsman extract for drawing
04.T045.FP7	TAPE	NO	Unsorted choice file for drawing
F04.T045.FP8	TAPE	N	Alpha name sorted drawing data for data base sort
AT00.F04.D045.FP9	DISK	NO	Party work file
F04.T045.RQ1	TAPE	NO	Audit trail for warrants
F04.T045.RQ2	TAPE	NO	Warrant list of non receiving E status
04.T045.FQ3	TAPE	NO	Sorts reformatted apps for VSAM load
04.T045.FS5	TAPE	NO	Audit trail file for on line file change
F04.D045.FR1	DISK	NO	Batch expand error file
F04.D045.FR2	DISK	NO	Batch breakout entry file
04.D045.FR3	DISK	NO	Dealer accounting error file
F04.D045.FR4	DISK	NO	License posting entry file
F04.D045.FR5	DISK	YES	On-line VSAM error file
04.D045.FR6	DISK	NO	Batch breakout error file
04.D045.FR7	DISK	YES	Dealer accounting error file
F04.D045.FR8	DISK	NO	License posting error file
04.D045.FR9	DISK	NO	Batch statistics error file
04.D045.FS5	DISK	NO	Audit trail for FG08
F04.D045.FS6	DISK	YES	Preference extract file
F04.D045.RS7	DISK	YES	Microfiche of sportsmen history
AT00.F04.D045.FS9	DISK	NO	Audit trail for FG07
CAT00.F04.D045.F80	DISK	NO	On-line remittance entry file
CAT00.F04.D045.FS1	DISK	YES	On-line name and address file
AT00.F04.D045.FS2	DISK	YES	Label extract file
04.C045.EA1	CARD	NO	Card entry for building data base
F04.T045.RA2	TAPE	NO	Build data base audit report
04.C045.EA3	CARD	NO	Card entry for consignments
04.T045.RA4	TAPE	NO	Error report for consignments
F04.T045.RA5	TAPE	NO	Audit report for consignments
F04.T045.RA6	TAPE	NO	Summary report for consignments
04.T045.EA7	TAPE	NO	Scanned license data transactions
F04.T045.EA8	TAPE	NO	Keyed license data transactions
F04.T045.EA9	TAPE	NO	Reformatted license data transactions
04.T045.RB1	TAPE	NO	Batch expand audit report
04.T045.FB2	TAPE	NO	Stripped batch balance and edit corrections
F04.T045.FB3	TAPE	NO	Sorted, merged license data for batch, balance and edit
04.T045.FB4	TAPE	NO	License transactions file
F04.T045.FB5	TAPE	NO	Dealer transactions file
F04.T045.FB7	TAPE	NO	Errors to be put in on-line correction file

F04.T045.RB8	TAPE	NO	Print of errors put in on-line correction fil
F04.T045.RB9	TAPE	NO	Print of summary of batch balance and edit
04.D045.FC1	DISK	NO	VSAM edit error correction file
04.T045.RC2	TAPE	NO	Audit trail for on-line corrections
F04.T045.BC3	TAPE	NO	License posting backup of transactions
04.T045.RC4	TAPE	NO	License posting audit trail
04.T045.BC5	TAPE	NO	Dealer posting backup of transactions
F04.T045.RC6	TAPE	NO	Dealer posting backup of transactions
F04.T045.EC7	TAPE	NO	Entry transactions for correction process
04.T045.FC8	TAPE	NO	Sorted transactions for correction process
F04.T045.FC9	TAPE	NO	Sportsman correction transactions
F04.T045.FD1	TAPE	NO	Dealer correction transactions
04.T045.FD2	TAPE	NO	Miscellaneous correction transactions
04.T045.RD3	TAPE	NO	Error report for transaction-breakout
F04.T045.FD4	TAPE	NO	Sorted sportsman correction transactions
04.T045.FD5	TAPE	NO	Sorted dealer correction
04.T045.FD6	TAPE	NO	Sorted miscellaneous corrections
F04.T045.FD7	TAPE	NO	Conservation card data transactions
F04.T045.FD8	TAPE	NO	Sportsman backup transactions
04.T045.RD9	TAPE	NO	Sportsman audit trail
F04.T045.RE1	TAPE	NO	Error list for sportsman corrections
F04.T045.BE2	TAPE	NO	Dealer backup transaction
04.T045.RE3	TAPE	NO	Dealer correction audit report
04.T045.RE4	TAPE	NO	Error list for dealer correction
F04.T045.BE5	TAPE	NO	Backup of miscellaneous transactions
04.T045.RE6	TAPE	NO	Audit report for miscellaneous corrections

#### HUNTER SAFETY

04.E510.C01	DISK	NO	Hunter safety certification input data
04.T410.M15	TAPE	NO	Accepted HSC input data
F04.T410.M30	TAPE	YES	HSC master file

#### BUDGET SYSTEM

F04.T850.D01	TAPE	NO	Detail containing all budget requests
04.T850.M01	TAPE	NO	Master containing all budget information
F01.E710.D02	TAPE	NO	Revised position control master

#### VEHICLE SYSTEM

F04.E002.D01	DISK	NO	Vehicle detail input data
04.T002.D01	TAPE	NO	Accepted detail file
04.T002.M01	TAPE	NO	Vehicle master file
F04.D002.M01	DISK	NO	Vehicle classification master
F04.C002.D01	DISK	NO	Vehicle class master input data
04.E002.D02	DISK	NO	Project detail input data
F04.T002.M02	TAPE	NO	Project master (SBAS Interface)
F04.T002.M03	TAPE	NO	Vehicle closeout data
04.E002.D03	DISK	NO	Vehicle master updates
04.T002.D03	TAPE	NO	Journal voucher detail
F04.E002.D04	DISK	NO	Income/expense detail request vehicle closeout data file

# VIOLATORS SYSTEM

F04.D302.D10	DISK	NO	Judge validity file
F04.D302.D11	DISK	NO	Warden validity file
F04.D302.D12	DISK	NO	Violation code validity file
F04.D302.C01	DISK	NO	Detail file input data
F04.D302.D01	DISK	NO	Detail file
F04.T302.D02	TAPE	NO	Detail file sorted by detail type
F04.T302.M01	TAPE	YES	NTA master file
F04.T302.M02	TAPE	YES	Courtesy citations master
F04.T302.R01	TAPE	NO	Report file
F04.T302.R02	TAPE	NO	Sorted report file

## WAREHOUSE - INVENTORY

F04.E035.D01	DISK	NO	Warehouse inventory input data
F04.E035.D02	DISK	NO	Project master input data
F04.D035.D02	DISK	NO	Edited WIS data
F04.T035.D03	TAPE	NO	Warehouse detail (input to SBAS)
F04.T035.M01	TAPE	NO	WIS master
F04.T035.M02	TAPE	NO	Project master (SBAS interface)
F04.T035.M03	TAPE	NO	Detail master

## FISHERIES DIVISION

HISTORY	DISK	NO	Used for stream history file reach retrieval
HISTORYREACH	DISK	NO	Used for stream history file reach retrieval
AGEDATA	DISK	NO	Only reformatted for IDP for summary of fish age data
LSURVEY	DISK	PARTIAL	Mail survey pressure
LAKE ELEVATION	DISK	NO	Flathead lake elevation
LAKE TEMP	DISK	NO	Flathead lake temperature
CCDATA	DISK	NO	Creel census data

## WILDLIFE DIVISION

CONSERV.	TAPE	PARTIAL	Conservation license for drawing system
EOSAN DATA	DISK	NO	For analyze data 3-d relationships
TELDATA	DISK	NO	Analyzing telemetry data
ROUTEDATA	DISK	NO	Analyze elk use
STATE FORESTRY	DISK	NO	State forest inventory data
HUNTGDATA	TAPE	PARTIAL	Harvest surveys
SPECLICDTA	TAPE	PARTIAL	Harvest surveys
ING CAOOPERATORS	DISK	PARTIAL	Wing survey

# Inventory of D.P. personnel\*

<u>Division</u>	<u>Classification</u>	<u>Position</u>	<u>Total FTE's</u>	<u>Total Cost (wages)</u>	<u>Function**</u>
Ecological Service	Biologist	4	0.20	\$4,500.00	1,3
Ecological Service	Water Resource	1	0.15	3,500.00	1,3
Fisheries	Secretarial	7	1.75	18,000.00	2
Fisheries	Biologist	7	1.85	38,000.00	1,3,4
Fisheries	Comp. Program	1	1.00	20,800.00	1,3,4
Wildlife	Biologist	21	2.20	45,800.00	1,3
Wildlife	Secretarial	2	0.3	3,100.00	5
Centralized Services	Programmer	2	2.0	60,000.00	4
Centralized Services	Supervisor	1	0.25	9,600.00	6
Centralized Services	Word Processing	2	1.0	18,000.00	5
Centralized Services	Clerks	10	<u>2.5</u>	<u>35,000.00</u>	1,2
			13.2	\$256,300.00	

\* Determination of personnel involved with data processing was made by the following criteria: a) operational experience with a CRT or data entry device, b) software development and maintenance

\*\*Key to functions:

1. data correction, manipulation
2. keying data
3. running application programs
4. programming
5. word processing
6. supervising

G. Current Data Processing Expenditures (FY'82)

1. Software purchases and maintenance

Bozeman Research Center	\$8,450	
Kalispell Regional Office	<u>2,660</u>	
		\$11,110

2. Hardware Purchases and Maintenance

Bozeman Research Center	\$42,110	
Kalispell Regional Office	23,494	
Centralized Services	<u>10,912</u>	
		\$76,516

3. Computer Processing

MSU	\$19,785	
Dept. of Admin., CSD	<u>235,863</u>	
		\$255,648

4. Personnel Expenditures

Ecological Division	\$8,000	
Fisheries Division	76,800	
Wildlife Division	48,900	
Centralized Services	<u>122,600</u>	
Division		\$256,300

5. Contracted Services (Software)

Fisheries Division	\$21,000
Wildlife Division	48,500
Centralized Services	<u>2,257</u>
Divison	<u>\$71,757</u>
TOTAL	<u>\$671,331</u>

The following tables indicate some basic operations that all seven regions would like to computerize. All numbers are averages and may vary from region to region.

A description of each task by division is as follows:

## ADMINISTRATION

### 1) License sales.

Two regions (Miles City and Billings) need a method of rapidly issuing hunting and fishing licenses. Miles City sold over \$100,000.00 worth of licenses this past year. They need a system to enable them to type the name and/or conservation license number of the sportsman on a CRT and then transfer this to a printer which holds the copies of the appropriate license. The amount of the license would be tallied for bookkeeping purposes. This would reduce staff and sportsmen's time when purchasing a license. The license issued would already be keyed thus reducing the amount of keying required at the end of the season for the fishing and harvest surveys.

### 2) Vehicle and mileage schedules.

By keying all records associated with the vehicles in a region, preventive maintenance could be preformed on a regular basis. A running tally of mileages associated with each project could be kept current. Vehicle running costs could be reduced by keeping track of needed repairs and regular maintenance. All keying and data storage would be done at the region level. This would be transferred to Helena to prevent duplicate keying.

### 3) Word processing.

The major use of the micro processors in each region would be for word processing. All regions estimated that 2 to 3 man months of secretarial time was spent on the typing of second and third drafts of reports and correspondence.

All manuscripts or articles for magazines could be photoset directly from the word processor, reducing time and thus costs by ninety percent.

The word processor would be used for all form letters that are now individually typed. Some examples are the fish tag return letters and cover letters for requested material.

Legals for hunting districts and late season hunts could be stored so these would not have to be retyped and proofed each year.

Dingell-Johnson (DJ) and Pitman-Robinson (PR) reports would be stored so these would not have to be entirely retyped year after year.

Fifty to sixty percent of the regional use would be involved with the word processor.

# DIVISION:ADMINISTRATION

TASK	REG1	REG2	REG3	REG4	REG5	REG6	REG7
LICENSE	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
SALES							
DATA ENTRY							
INITIAL (HOURS)					0		0
ANN.UPDATE (HOURS)					40		40
DATA STORAGE							
INITIAL (BYTES) (K)					200		200
ANN.UPDATE (BYTES) (K)					100		100
DATA ANALYS							
INITIAL (CORE IN K)					35		35
FIVE YEAR (CORE IN K)					35		35
FREQUENCY	DAILY						

TASK	REG1	REG2	REG3	REG4	REG5	REG6	REG7
VEHICLE	REG	REG	REG	REG	REG	REG	REG
MAINTENANCE	CEN	CEN	CEN	CEN	CEN	CEN	CEN
DATA ENTRY							
INITIAL (HOURS)	0	0	0	0	0	0	0
ANN.UPDATE (HOURS)	20	20	20	20	20	20	20
DATA STORAGE							
INITIAL (BYTES) (K)	50	50	50	50	50	50	50
ANN.UPDATE (BYTES) (K)	25	25	25	25	25	25	25
DATA ANALYSIS							
INITIAL (CORE IN K)	20	20	20	20	20	20	20
FIVE YEAR (CORE IN K)	20	20	20	20	20	20	20
FREQUENCY	MONTHLY						

TASK	REG1	REG2	REG3	REG4	REG5	REG6	REG7
VEHICLE MAINTENANCE	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
DATA ENTRY INITIAL (HOURS)	0	0	0	0	0	0	0
ANN.UPDATE (HOURS)	20	20	20	20	20	20	20
DATA STORAGE INITIAL (BYTES) (K)	50	50	50	50	50	50	50
ANN.UPDATE (BYTES) (K)	25	25	25	25	25	25	25
DATA ANALYS INITIAL (CORE IN K)	20	20	20	20	20	20	20
FIVE YEAR (CORE IN K)	20	20	20	20	20	20	20
FREQUENCY MONTHLY							

DIVISION:ADMINISTRATION

TASK		REG1	REG2	REG3	REG4	REG5	REG6	REG7	
WORD		REG	CEN	REG	CEN	REG	CEN	REG	CEN
PROCESSING									
DATA ENTRY									
INITIAL (HOURS)		0		0		0		0	
ANN.UPDATE (HOURS)		700		500		200		500	
DATA STORAGE									
INITIAL (BYTES) (M)		0		0		0		0	
ANN.UPDATE (BYTES) (M)		6		4		1.5		4	
DATA ANALYS									
INITIAL (CORE IN K)		25		25		25		25	
FIVE YEAR (CORE IN K)		30		30		30		30	
FREQUENCY		DAILY							

## **ENFORCEMENT**

### **1) Outfitters and trappers.**

A current list of outfitters and trappers would be retained. If need arose it could be determined readily if a given party was a valid trapper or outfitter. Mass correspondence could easily be handled once all names were stored through a word processing system. All keying and data storage would be done centrally and transferred to the regions.

### **2) Hunters safety.**

All participants that had successfully completed a hunters safety course would be recorded. Then, when a juvenile applied for a hunting license, the applicant could be checked for certification. All instructors names and addresses would be held for any correspondence that was required. All data would be keyed and kept centrally. A copy of all data would be sent to the regions.

### **3) Notice to appear.**

All notices to appear would be keyed and kept at the regional offices. These would then be readily accessible instead of searching by hand. They could be sorted in various manners to better enable record keeping.

# DIVISION: ENFORCEMENT

TASK OUTFITTERS & TRAPPERS	REG1 REG CEN	REG2 REG CEN	REG3 REG CEN	REG4 REG CEN	REG5 REG CEN	REG6 REG CEN	REG7 REG CEN
DATA ENTRY							
INITIAL (HOURS)	10	10	10	10	10	10	10
ANN.UPDATE (HOURS)	5	5	5	5	5	5	5
DATA STORAGE							
INITIAL (BYTES) (K)	20	20	20	20	20	20	20
ANN.UPDATE (BYTES) (K)	10	10	10	10	10	10	10
DATA ANALYS							
INITIAL (CORE IN K)	20	20	20	20	20	20	20
FIVE YEAR (CORE IN K)	20	20	20	20	20	20	20
FREQUENCY	DAILY						

DIVISION: ENFORCEMENT

TASK		REG1	REG2	REG3	REG4	REG5	REG6	REG7
HUNTER'S SAFETY		REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
DATA ENTRY								
INITIAL (HOURS)	20	20	20	20	20	20	20	20
ANN.UPDATE (HOURS)	5	5	5	5	5	5	5	5
DATA STORAGE								
INITIAL (BYTES) (K)	30	30	30	30	30	30	30	30
ANN.UPDATE (BYTES) (K)	10	10	10	10	10	10	10	10
DATA ANALYS								
INITIAL (CORE IN K)	20	20	20	20	20	20	20	20
FIVE YEAR (CORE IN K)	20	20	20	20	20	20	20	20
FREQUENCY	WEEKLY							

DIVISION: ENFORCEMENT

TASK NOTICE TO APPEAR	REG1	REG2	REG3	REG4	REG5	REG6	REG7
	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
DATA ENTRY							
INITIAL (HOURS)	0	0	0	0	0	0	0
ANN.UPDATE (HOURS)	5	5	5	5	5	5	5
DATA STORAGE							
INITIAL (BYTES) (K)	0	0	0	0	0	0	0
ANN.UPDATE (BYTES) (K)	10	10	10	10	10	10	10
DATA ANALYS							
INITIAL (CORE IN K)	20	20	20	20	20	20	20
FIVE YEAR (CORE IN K)	20	20	20	20	20	20	20
FREQUENCY	DAILY						

## FISHERIES

### 1) Fishing regulations.

The fishing regulations will be put into the computer by individual water. This will enable a sportsman, secretary or biologist to query a data file for the particular regulations on an individual water. Each region will have its regulations while a central site will have all the regulations for the entire state. All keying will be done at a central location to enable editing to occur. This provides a better service to department employees as well as sportsmen.

### 2) Thermographs.

Thermographs now record water temperatures on a circular disk. These disks are then digitized and a temperature for every half hour is recorded. This data is then summarized. The raw temperature data will be stored at a central location, while the summarized data will be sent to each region for storage on their system. This data can then be manipulated, analyzed, regressed or sorted as each region prefers. This provides more complete analysis of existing data.

### 3) WETP.

The wetted perimeter (WETP) program calculates statistics on a stream channel. Data is input and maintained at the regional level. The program to calculate the wetted perimeter is now on CP6 and will be converted to run on all micro processors. Run and storage costs will be in house rather than outside. Approximately \$100 per region could be saved.

### 4) Netting data.

A standardized form for both river and lake gill netting is under development. A computer program to analyze netting data is in the planning stages. These will both be built to be used on the regional micro computers. Data input will initially be from both a central and regional local due to the volume. Each succeeding year's data will be input at the regional level. It will be up to each region to store and update their data. This will allow more complete analyzation of data and make comparison between years and/or waters possible.

### 5) Stream flow data.

Flow/discharge measurements will be obtained from U.S.G.S. and sorted by region. Each region will have its water flows to use in regression or correlation analysis. Stream flow data will allow the biologist to better determine the habitat versus fishery relationships for each water.

### 6) Creel census data.

Presently all creel census data and programs are keyed and/or stored in Bozeman. This results in several runs of the program to obtain the needed results. The creel census

program will be adapted to the micro processors and distributed to the regions. Each region will be responsible for their data and data analysis. Technical and statistical direction will still be available. Since some creel census will require large amounts of keying, the majority of the keypunching will be done at a central location. This will free the time of the person presently involved with creel census and will allow more readily analyzation of data. The program could be run whenever new data is received to determine if a change is needed in the middle of a census instead of waiting till it is all over and too late to recuperate.

7) Stream and lake database.

The stream and lake database is now and will continue to be kept in Helena. The English format and data base programs are shared between Bozeman and Helena. Each region's summarized data will be sent to them for their own query purposes. This will expedite sportsman's questions on a particular lake or stream. New input data will be made at the regional level and will be edited at this point. This data will be transferred to Helena for updating of the master file. Periodically a new summarized listing will be sent to the regions. Timing will be on a region by region basis.

8) Mark-recapture.

The Mark-recapture system will remain in Helena. All keying, editing and review will be kept. Summary or final reports will now be sent to the regions so as to enable the biologists to query the data with the aid of a micro processor. This will enhance the biologist ability to determine cause-effect relationships between the habitat and the present fishery. The "raw data" will be stored centrally while the calculated data will be stored at the regional level.

9) Fisherman log.

The fisheries division presently maintains a pool of interested fishermen to keep a log of all their fishing activities. This data is used for trend analysis. The present system won't be altered. The results will be provided to the regions in a format suitable for the micro computer. This will enable long term trend analysis on various waters as need arises. It is also an indicator of fish present in certain waters where no shocking or netting data is available.

10) Hatcheries.

The hatcheries are in the process of computerizing their monthly records. With a small micro computer at each hatchery they would be able to determine the cost of rearing a raceway or lot of fish to a certain size. Thus management decisions can have the cost associated with their decisions to better enable the department to more wisely utilize the

fish planting program. The micro computers can also be used to determine amounts of feed, condition factors, and various other hatchery calculations. A computer would cut the time required to determine these factors by 90%. All keying would initially be done at a central location. This may be moved to the hatcheries as micro computers are purchased for a given hatchery. The existing programs would be modified to run on the micro processors. Data storage would be maintained at a central location with each hatchery also keeping their own records.

11) 310 Inventory.

Only two regions felt the need to maintain a file of 310 permits and/or violations. They would also keep track of what action had been taken. All keying and data storage would be at the regional level.

DIVISION: FISHERIES

TASK	REG1	REG2	REG3	REG4	REG5	REG6	REG7
FISHING REGULATIONS	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
DATA ENTRY							
INITIAL (HOURS)	20	20	30	20	20	10	10
ANN.UPDATE (HOURS)	10	10	15	10	10	5	5
DATA STORAGE							
INITIAL (BYTES) (M)	0.5	0.5	0.5	0.5	0.5	0.5	0.5
ANN.UPDATE (BYTES) (M)	0.1	0.1	0.1	0.1	0.1	0.1	0.1
DATA ANALYS							
INITIAL (CORE IN K)	30	30	30	30	30	30	30
FIVE YEAR (CORE IN K)	40	40	40	40	40	40	40
FREQUENCY	DAILY						

DIVISION: FISHERIES

[illegible]

DIVISION OF FISHERIES

TASK		REG1		REG2		REG3		REG4		REG5		REG6		REG7	
WETP		REG	CEN	REG	CEN	REG	CEN	REG	CEN	REG	CEN	REG	CEN	REG	CEN
DATA ENTRY															
INITIAL (HOURS)			0		0		0		0		0		0		0
ANN.UPDATE (HOURS)		40		30	10	30	10	30	10	30	10	8	12	8	12
DATA STORAGE															
INITIAL (BYTES) (K)		80		80		80		80		80		20		20	
ANN.UPDATE (BYTES) (K)		20		20		20		20		20		5		5	
DATA ANALYS															
INITIAL (CORE IN K)		15		15		15		15		15		15		15	
FIVE YEAR (CORE IN K)		20		20		20		20		20		20		20	
FREQUENCY		WEEKLY													

[illegible][illegible]

DIVISION: FISHERIES

TASK	REG1	REG2	REG3	REG4	REG5	REG6	REG7
STREAM FLOW DATA	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
DATA ENTRY							
INITIAL (HOURS)	0	0	0	0	0	0	0
ANN.UPDATE (HOURS)	15	15	15	15	15	3	3
DATA STORAGE							
INITIAL (BYTES) (M)	4	4	4	4	4	1	1
ANN.UPDATE (BYTES) (K)	80	80	80	80	80	20	20
DATA ANALYSIS							
INITIAL (CORE IN K)	15	15	15	15	15	15	15
FIVE YEAR (CORE IN K)	20	20	20	20	20	20	20
FREQUENCY	MONTHLY						

DIVISION OF FISHERIES

TASK		REG1		REG2		REG3		REG4		REG5		REG6		REG7	
CREEP	CENSUS	REG	CEN	REG	CEN	REG	CEN	REG	CEN	REG	CEN	REG	CEN	REG	CEN
DATA ENTRY															
INITIAL (HOURS)		0	0	0	0	0	0	0	0	0	0	0	0	0	0
ANN.UPDATE (HOURS)		5	20	6	24	10	30	6	24	10	30	5		10	
DATA STORAGE															
INITIAL (BYTES) (K)		100		120		180		120		60		10		20	
ANN.UPDATE (BYTES) (K)		8		10		15		10		15		3		6	
DATA ANALYSIS															
INITIAL (CORE IN K)		40		40		40		40		40		40		40	
FIVE YEAR (CORE IN K)		40		40		40		40		40		40		40	
FREQUENCY		MONTHLY													

## DIVISION FISHERIES

TASK STREAM & LAKE D.B.	REG1	REG2	REG3	REG4	REG5	REG6	REG7
	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
DATA ENTRY							
INITIAL (HOURS)	0	0	0	0	0	0	0
ANN.UPDATE (HOURS)	50	60	40	35	35	10	10
DATA STORAGE							
INITIAL (BYTES) (M)	4	5	2.5	1.5	1.5	0.5	1
ANN.UPDATE (BYTES) (K)	200	300	150	100	100	50	50
DATA ANALYS							
INITIAL (CORE IN K)	40	40	40	40	40	40	40
FIVE YEAR (CORE IN K)	40	40	40	40	40	40	40
FREQUENCY	WEEKLY						

DIVISION: FLSHERLES

TASK	REG 1	CEN 1	REG 2	CEN 2	REG 3	CEN 3	REG 4	CEN 4	REG 5	CEN 5	REG 6	CEN 6	REG 7	CEN 7
MARK/CAPTURE														
DATA ENTRY														
INITIAL (HOURS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ANN. UPDATE (HOURS)		20		100		300		100		50		50		10
DATA STORAGE														
INITIAL (BYTES) (M)	.01	.03	0.5	1	1	3	0.5	1	.05	.15	.05	.15	.05	.20
ANN. UPDATE (BYTES) (K)	1	3	25	75	50	150	25	75	5	15	5	15	0.5	2
DATA ANALYSIS														
INITIAL (CORE IN K)	20	120	20	120	20	120	20	120	20	120	20	120	20	120
FIVE YEAR (CORE IN K)	25	120	25	120	25	120	25	120	25	120	25	120	25	120
FREQUENCY	TWICE A YEAR													

[illegible][illegible]

VISION: FISHERIES

TASK CATEGORIES	REG1		REG2		REG3		REG4		REG5		REG6		REG7	
	REG	CEN	REG	CEN	REG	CEN	REG	CEN	REG	CEN	REG	CEN	REG	CEN
AT ENTRY INITIAL (HOURS)		80		80		80		80		80				20
ANN. UPDATE (HOURS)		10		10		10		10		10				5
DATA STORAGE INITIAL (BYTES) (M)	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
ANN. UPDATE (BYTES) (M)	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
DATA ANALYSIS INITIAL (CORE IN K)	30	30	30	30	30	30	30	30	30	30	30	30	30	30
FIVE YEAR (CORE IN K)	40	40	40	40	40	40	40	40	40	40	40	40	40	40
FREQUENCY	MONTHLY													

DIVISION: FISHERIES

TASK		REG1	REG2	REG3	REG4	REG5	REG6	REG7
		REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
3	INITIAL INVENTORY							
	DATA ENTRY							
	INITIAL (HOURS)	0				0		
	ANN.UPDATE (HOURS)	30				30		
	DATA STORAGE							
	INITIAL (BYTES) (K)	20				20		
	ANN.UPDATE (BYTES) (K)	5				5		
	DATA ANALYSIS							
	INITIAL (CORE IN K)	10				10		
	FIVE YEAR (CORE IN K)	15				15		
	FREQUENCY	WEEKLY						

## **PARKS**

### **1)Traffic counter data.**

Traffic counters are placed on several of the Departments parks, fishing access sites and recreation areas. This data would be entered onto the micro processor. This would enable the parks manager to compare several years of data as well as keeping running tabs on the current years results.

### **2)Maintenance schedules.**

This would be similar to the administration maintenance schedules, but since the parks division has various special vehicles they need a separate system. The keying and data would be kept at the regional level. The benefits would be the same as those under the administration division.

### **3)Fee collections.**

Some recreation areas require a fee for staying overnight. These collections along with the number of vistors would be kept on the micro processor. Running tallys as well as comparisons could be easily made. This system would greatly enhance the ability to determine priorities for improvements. All keying and data storage would be at the regional level. This information would be sent to a central location for statewide totals.

### **4)Lands inventory.**

Tax liabilities, in lieu of tax payments, lease payment transactions, a facility inventory, annual visitation, parcel size, legal description, and other management information would be computerized for more efficient storage, retrieval and analysis.

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DIVISION: PARKS

TASK	REG1	REG2	REG3	REG4	REG5	REG6	REG7
TRAFFIC COUNTER	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
DATA ENTRY							
INITIAL (HOURS)	40	40	40	40	40	20	20
ANN.UPDATE (HOURS)	10	10	10	10	10	5	5
DATA STORAGE							
INITIAL (BYTES) (M)	1	1	1	1	.1	0.5	0.5
ANN.UPDATE (BYTES) (K)	50	50	50	50	50	50	50
DATA ANALYSIS							
INITIAL (CORE IN K)	25	25	25	25	25	25	25
FIVE YEAR (CORE IN K)	30	30	30	30	30	30	30
FREQUENCY	MONTHLY						

# DIVISION: PARKS

TASK MAINTENANCE SCHEDULE	REG1 REG CEN	REG2 REG CEN	REG3 REG CEN	REG4 REG CEN	REG5 REG CEN	REG6 REG CEN	REG7 REG CEN
DATA ENTRY							
INITIAL (HOURS)	10	10	10	10	10	10	10
ANN.UPDATE (HOURS)	5	5	5	5	5	5	5
DATA STORAGE							
INITIAL (BYTES) (K)	0.5	0.5	0.5	0.5	0.5	0.5	0.5
ANN.UPDATE (BYTES) (K)	0.3	0.3	0.3	0.3	0.3	0.3	0.3
DATA ANALYS							
INITIAL (CORE IN K)	10	10	10	10	10	10	10
FIVE YEAR (CORE IN K)	10	10	10	10	10	10	10
FREQUENCY	MONTHLY						

# DIVISION: PARKS

TASK	REG1	REG2	REG3	REG4	REG5	REG6	REG7
FEE COLLECTION	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
DATA ENTRY							
INITIAL (HOURS)	0	0	0	0	0	0	0
ANN.UPDATE (HOURS)	30	30	30	30	30	30	30
DATA STORAGE							
INITIAL (BYTES) (K)	10	10	10	10	10	3	3
ANN.UPDATE (BYTES) (K)	5	5	5	5	5	1	1
DATA ANALYS							
INITIAL (CORE IN K)	20	20	20	20	20	20	20
FIVE YEAR (CORE IN K)	30	30	30	30	30	30	30
FREQUENCY	WEEKLY						

DIVISION: PARKS

TASK	REG1	REG2	REG3	REG4	REG5	REG6	REG7
LAND INVENTORY	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
DATA ENTRY							
INITIAL (HOURS)	200	150	150	150	150	100	100
ANN.UPDATE (HOURS)	40	30	30	30	30	20	20
DATA STORAGE							
INITIAL (BYTES) (M)	1.5	1	1	1	1	.75	.75
ANN.UPDATE (BYTES) (M)	0.1	0.1	0.1	0.1	0.1	0.1	0.1
DATA ANALYS							
INITIAL (CORE IN K)	512	512	512	512	512	512	512
FIVE YEAR (CORE IN K)	512	512	512	512	512	512	512
FREQUENCY	WEEKLY						

## WILDLIFE

### 1) Checking station data.

Game management personnel operate two to five game checking stations per administrative region each year. Data collected includes date, age, sex and location of kill for each species checked. Other data may include field dressed weights, diastema measurements, antler lengths and days afield.

Data entry, storage and analysis will occur at the region of origination since the size of these tasks will be relatively small. Data entry and verification will be accomplished most efficiently either directly by the data collector or under his immediate supervision. Standard data entry and analysis programs will be developed in Bozeman by Department programmers or by programmers under contract to be used in all regions.

### 2) Wildlife classifications.

Each year wildlife biologists make counts and age/sex classifications of most big and small game species occurring in each region. This information provides the biological base upon which game management programs are established. This data would be analysed in conjunction with ongoing vegetation and wildlife distribution and population studies occurring statewide.

The data entry, storage, and analysis for the classification information would be most efficiently accomplished at the regional level. As with the checking station data, standard computer programs will be developed and used by all regions. Pooling of the regional data for statewide analysis would be accomplished centrally at the research office in Bozeman.

### 3) Vegetation inventories.

Utilization and Daubenmire vegetation transects are conducted annually on several hundred sites in each region. This information is used to determine trends in condition of the various habitats upon which wildlife species depend. This phase would be input and analysed at the regional level.

Habitat mapping on regional and statewide levels will be input and analysed centrally at Bozeman.

### 4) Wildlife distribution.

Over the next five years the Department plans to digitize the seasonal wildlife distributions of all major game species in the state. The initial input will be done by work-study personnel. The annual updates and revisions will be made by regional biologists. Due to the massive amounts of data storage required, the specialized input hardware and the size and complexity of the analysis programs, all phases of this task will be done in Bozeman. However, some of the output data summaries may be combined with other data analysis at the region.

5) Wing survey.

Each year wing envelopes are sent to approximately 5000 cooperating sportsmen throughout Montana to obtain a sample of wings from game birds harvested in the state. This activity is statewide in nature and will continue to be handled centrally at Bozeman.

6) Animal tagging and movement studies.

Approximately 100 animals are radio marked and another 300 neck banded annually in Montana by regional and research biologists. Biologists monitor from 20 to 50 marked animals on a periodic basis resulting in considerable amounts of movement and distribution data for each marked animal. Although the various studies may deal with different wildlife species, these data can be entered and analyzed by standardized computer programs. These data could be input at the local level but would require analysis at Bozeman using graphics hardware.

7) Waterfowl banding and recovery.

Band recovery information for waterfowl has been accumulating since the early 1960's and is annually updated. This data will be input and analyzed at the regional level and serves as a part of the basis for developing future management programs.

8) Harvest surveys.

Harvest surveys are conducted annually for all game species for all hunting units in Montana. Due to the volume of data, the statewide nature of this project and the size of the computer programs needed, this task will continue to be carried out at Bozeman.

Data files necessary for this task are created annually and are kept only long enough to make harvest estimates. Approximately 80 computer programs are necessary to conduct this job and nearly 30 need to be updated annually.

# DIVISION: WILDLIFE

TASK	REG1	REG2	REG3	REG4	REG5	REG6	REG7	
CHECK	REG	CEN	REG	CEN	REG	CEN	REG	CEN
STATION DATA								
DATA ENTRY								
INITIAL (HOURS)	40	40	100	70	60	30	30	
ANN.UPDATE (HOURS)	10	10	15	15	10	5	5	
DATA STORAGE								
INITIAL (BYTES) (M)	.64	.64	2	1	1	.45	1	
ANN.UPDATE (BYTES) (K)	160	160	320	240	200	120	200	
DATA ANALYS								
INITIAL (CORE IN K)	15	15	15	15	15	15	15	
FIVE YEAR (CORE IN K)	15	15	15	15	15	15	15	
FREQUENCY	DAILY							

# DIVISION: WILDLIFE

TASK	REG1	REG2	REG3	REG4	REG5	REG6	REG7
BIG GAME CLASS.(11)	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
DATA ENTRY							
INITIAL (HOURS)	40	40	80	80	60	30	80
ANN.UPDATE (HOURS)	8	8	16	16	12	6	16
DATA STORAGE							
INITIAL (BYTES) (M)	.32	.32	.64	.64	.48	.24	.64
ANN.UPDATE (BYTES) (K)	64	64	128	128	96	48	128
DATA ANALYS							
INITIAL (CORE IN K)	20	20	20	20	20	20	20
FIVE YEAR (CORE IN K)	20	20	20	20	20	20	20
FREQUENCY	MONTHLY						

# DIVISION: WILDLIFE

TASK	REG1	REG2	REG3	REG4	REG5	REG6	REG7
VEGETATION INVENTORY	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
DATA ENTRY							
INITIAL (HOURS)	3	3	8 30	8	5	4	5
ANN.UPDATE (HOURS)	1	1	2 10	2	2	1	2
DATA STORAGE							
INITIAL (BYTES) (M)	.02	.02	.06 30	.06	.04	.03	.04
ANN.UPDATE (BYTES) (M)	.01	.01	.02 5	.02	.01	.01	.01
DATA ANALYS							
INITIAL (CORE IN K)	5	5	5 120	5	5	5	5
FIVE YEAR (CORE IN K)	5	5	5 120	5	5	5	5
FREQUENCY	MONTHLY						

TASK	REG1	REG2	REG3	REG4	REG5	REG6	REG7
WILDLIFE DISTRIBUTION	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
DATA ENTRY							
INITIAL (HOURS)	30	30	30	30	30	30	30
ANN.UPDATE (HOURS)	6	6	6	6	6	6	6
DATA STORAGE							
INITIAL (BYTES) (M)	10	10	10	10	10	10	10
ANN.UPDATE (BYTES) (M)	1	1	2	2	2	1	2
DATA ANALYS							
INITIAL (CORE IN K)	120	120	120	120	120	120	120
FIVE YEAR (CORE IN K)	120	120	120	120	120	120	120
FREQUENCY	WEEKLY						

DIVISION: WILDLIFE

TASK		REG1	REG2	REG3	REG4	REG5	REG6	REG7
		REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
WING SURVEY								
DATA ENTRY								
INITIAL (HOURS)		0	0	0	0	0	0	0
ANN.UPDATE (HOURS)		1	1	1	1	1	1	1
DATA STORAGE								
INITIAL (BYTES) (K)		60	60	60	60	60	60	60
ANN.UPDATE (BYTES) (K)		7	7	7	7	7	7	7
DATA ANALYS								
INITIAL (CORE IN K)		10	10	10	10	10	10	10
FIVE YEAR (CORE IN K)		15	15	15	15	15	15	15
FREQUENCY	DAILY							

## TASK ANIMAL TAG & MOVEMENT

[illegible]

# DIVISION: WILDLIFE

TASK	REG1	REG2	REG3	REG4	REG5	REG6	REG7
WATERFOWL BANDING	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
DATA ENTRY							
INITIAL (HOURS)			12	30			12
ANN.UPDATE (HOURS)			4	10			4
DATA STORAGE							
INITIAL (BYTES) (K)			90	240			90
ANN.UPDATE (BYTES) (K)			30	80			30
DATA ANALYS							
INITIAL (CORE IN K)			15	15			15
FIVE YEAR (CORE IN K)			15	15			15
FREQUENCY	WEEKLY						

## DIVISION: WILDLIFE

TASK	REG1	REG2	REG3	REG4	REG5	REG6	REG7
HARVEST SURVEYS	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN	REG CEN
DATA ENTRY							
INITIAL (HOURS)				40			10
ANN.UPDATE (HOURS)	700	700	700	700	700	700	700
DATA STORAGE							
INITIAL (BYTES) (M)				.08			.02
ANN.UPDATE (BYTES) (M)	4	4	4	.02	4	4	4
DATA ANALYS							
INITIAL (CORE IN K)	120	120	120	120	120	120	120
FIVE YEAR (CORE IN K)	120	120	120	120	120	120	120
FREQUENCY	DAILY						

## STATEWIDE

Some other tasks that individual regions would like to incorporate are listed below:

### Region 2 (Missoula) -

Store and analyze plankton tows and invertebrate samples. Calculate species diversity indices.

### Region 5 (Billings) -

1) Access to other systems through the micro to transfer data files and operate their programs. These systems would include: a data file of available state lands that are up for lease that have recreation potential; and Forest Service, BLM and Fish and Wildlife Service data files and programs.

2) Fish stocking program for the high mountain lakes. Keep track of the rotation system that has been established so planning of needed stock can be made as far in the future as possible.

3) Keep a record of all Boone & Crockett and Pope & Young state records.

[illegible]

## I. REGIONAL HARDWARE NEEDS

The following is a set of standards developed so each unit purchased will be compatible with those already purchased:

- a) must run CP/M
- b) contain a S-100 buss motherboard
- c) have 2 8" single-sided double-density floppies
- d) hard disk (if purchased) should be 33 megabyte or larger
- e) ability to handle 8 and 16 bit processors
- f) capability to expand to a minimum of five users
- g) each user must have his/her own processor (64K RAM or larger)
- h) 16 bit processors must run CP/M-86
- i) CRT's must be DEC VT100 compatible
- j) letter quality printer with daisy wheel able to handle both regular and legal paper, 10 and 12 pitch characters, and be compatible with Wordstar.
- k) Dot matrix printer with minimum speed of 200 cps, must be compatible with Wordstar and operating system.

### INITIAL REGIONAL HARDWARE SETUP

- 2 - 8 bit processors
- 2 - CRT's
- 1 - letter quality printer
- 1 - dot matrix printer
- 1 - line filter
- 1 - 300/1200 baud modem

#### Option A

- 1 - 33 megabyte hard disk
- 1 - tape backup system
- 1 - set software to run tape system

#### Option B

- 1 - 16 bit processor
- 1 - NDP (numeric data processor) option
- 1 - CP/M-86 software
- 1 - operating system software for 16 bit
- 1 - CRT for new processor

### Estimated costs

#### Base unit

two user system	\$5925.00
daisy wheel printer	\$1515.00
dot matrix printer	\$1050.00

line filter	\$ 136.00
modem	\$ 630.00
CRT's (2)	\$3000.00
Total	\$12256.00
less 15% discount	-1838.00
Total	\$10418.00

#### Option A

33 megabyte hard disk	\$5350.00
tape backup w/software	\$3285.00
Total	\$8635.00
less 15% discount	-1295.00
Total option A	\$7340.00

#### Option B

1 - 16 bit processor	\$1990.00
1 - NDP option	\$ 595.00
1 - CRT	\$1500.00
Total	\$4085.00
less 15% discount	-612.00
Total	\$3473.00
CP/M-86 + operating sys	\$ 395.00
Total option B	\$3868.00

### CENTRAL HARDWARE NEEDS

The following is the equipment that is needed in the Helena Office:

- 10 - single user micro computers (hatcheries)
- 2 - 300/1200 baud modems
- 1 - letter quality printer
- 1 - CRT

#### Estimated cost

Base unit	
One user system	\$40000.00
modems (2)	\$ 1260.00
CRT	\$ 1500.00
Printer	\$ 2500.00

Total

-----  
\$45260.00

The following is the equipment that is needed at the Bozeman research center:

mark sense reader  
plotter

Estimated cost

Base unit

Mark sense reader  
plotter

\$15000.00

\$10000.00  
-----

Total

\$25000.00

## REGIONAL SOFTWARE NEEDS

Listed below is the general software needs by all regions:

### WORD PROCESSING -

Wordstar, Spellstar, Mailmerge, Conversion software of Wordstar to System6 and reverse.

### DATA ENTRY -

Datastar

### SPREAD SHEET CALCULATOR -

Supercalc

### COMMUNICATIONS -

Term II, operating system software, CP/M

### LANGUAGES -

Basic80, Basic compiler, Fortran

### DATA COMPILATION -

sorting software, DbaseII (data base manager)

## Regional software costs

Word processing	\$ 395.00
Datastar	\$ 199.00
Supercalc	\$ 179.00
TermII	\$ 179.00
CP/M	\$ 150.00
operating system	\$ 595.00
Basic 80	\$ 199.00
Basic compiler	\$ 295.00
Fortran 80	\$ 325.00
Supersort	\$ 160.00
DbaseII	\$ 429.00
	-----
Total	\$3105.00

## CENTRAL SOFTWARE NEEDS

### Software Packages

CP/M-86

CP/M

Wordstar

Datastar

Supercalc

Wildlife data base

Land inventory system development

## Central software costs

CP/M-86	\$ 150.00
CP/M (9)	\$ 1350.00
Wordstar	\$ 395.00
Datastar (10)	\$ 1990.00
Supercalc (10)	\$ 1790.00
Wildlife data base	\$25000.00
Land inventory system	\$15000.00
	-----
Total	\$45675.00

J.

## PROJECTED COST SUMMARIES OF FY 84-85

## Regional hardware costs

Region 2	\$ 10500.00
Region 3	\$ 2050.00
Region 4	\$ 20000.00
Region 5	\$ 10500.00
Region 6	\$ 10500.00
Region 7	\$ 10500.00
	-----
Total	\$ 64050.00

Central hardware costs	\$ 70260.00
------------------------	-------------

Total hardware costs	\$134310.00
----------------------	-------------

## Regional software costs

Region 1	\$ 429.00
Region 2	\$ 3105.00
Region 3	\$ 0.00
Region 4	\$ 3105.00
Region 5	\$ 3105.00
Region 6	\$ 3105.00
Region 7	\$ 3105.00
	-----
Total	\$ 15954.00

Central software costs	\$ 45675.00
------------------------	-------------

Total software costs	\$ 61629.00
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TOTAL DEPARTMENT COSTS	\$195939.00
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## APPENDICIES

1. Statewide data processing coordinators policies
2. Statewide data processing plans, goals and objectives
3. Department security and privacy policy

## APPENDIX 1

### Statewide Data Processing Coordinators Policies



TED SCHWINDEN  
GOVERNOR

State of Montana  
Office of the Governor  
Helena 59620

RECEIVED  
MAY 11 1981  
FISCAL CASE FILE  
DIRECTOR'S OFFICE

RECEIVED  
MAY 6 1981  
DIRECTOR'S OFFICE

April 28, 1981

Management Memo 4-81-2

TO: Executive Branch Agencies

FROM: Governor Ted Schwinden

RE: Data Processing Policies

### INTRODUCTION

Section 18-4-111, MCA has placed the responsibility for controlling the development of data processing in the state of Montana within the Office of Budget and Program Planning.

#### Section 18-4-111:

Responsibilities of budget director for data processing. The budget director shall:

- (1) establish guidelines for the operation and development of data processing services by or for state government;
- (2) set priorities for the development and acquisition of data processing systems;
- (3) approve the procurement of data processing equipment before such equipment is acquired for state government by the department of administration;
- (4) approve the addition of data processing staff; and
- (5) review and approve all contracts for private sector data processing services.

## DEFINITION

The term "data processing" is a generic term and refers to the collection of personnel, equipment, and computer programs necessary to perform a function related to electronic information processing services.

## POLICY

The Budget Director shall establish, publish, and distribute documents containing appropriate policies, standards and guidelines related to data processing in state government. These documents may be obtained by contacting the Office of Budget and Program Planning.

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OFFICE OF THE GOVERNOR  
BUDGET AND PROGRAM PLANNING



TED SCHWINDEN, GOVERNOR

CAPITOL BUILDING

STATE OF MONTANA

(406) 449-3616

HELENA, MONTANA 59620

DPM NBR 2

TO: All State Agencies

FROM: Troy W. McGee  
Data Processing Coordinator

DATE: June 1, 1981

RE: CONTRACTING FOR PROFESSIONAL PERSONAL SERVICES

Ultimately, each agency is responsible for the design, development, and support of their data processing systems. For many reasons, it is highly desirable that these efforts be performed in-house under the direct supervision and management control of the agency. However, in a number of instances, it may be desirable or necessary for these efforts to be performed by others. The following policies have been established regarding this matter:

- The Department of Administration, Information Systems Division shall be the first choice when contracting for professional personal services related to automated information systems.
- When the Information Systems Division is unable to provide the necessary services, contracting with the private sector may be appropriate.

It is necessary to document the fact that neither the agency nor the Information Systems Division can provide the services before any effort is made to contract with the private sector. To reduce the potential for wasted effort, the approval to proceed should be obtained from this office in advance. A procurement justification form (revised March 13, 1981) for data processing equipment and software should be used.

When developing a professional personal services contract, the services to be provided and the product to be delivered must be clearly and fully specified. Except for emergency situations and extenuating circumstances, whenever it is reasonably foreseeable that a proposed contract for these professional services will exceed \$5,000, the agency must request quotations from all private consultants who have requested to be placed on the State Purchasing Division bid list.



To assure management control of large projects, it is vital that the services be contracted in phases. It is recommended that a minimum of three phases be established, consisting of planning (this includes the system requirements and external design), development (this includes internal design, program development, system test and system installation) and support. Each phase would be a separate contract with appropriate deliverables defined. Further guidance on this subject can be obtained from the Customer Information Guide developed by the Information Systems Division.

Once a contractor has been selected, it is necessary to establish a contract agreement. A standard contractual agreement for Computer Software Development has been established. A copy of this Standard Contract is attached and will be used if at all possible, as it is then less likely that required contractual language will be omitted.

Finally, no contract for professional services related to data processing will be executed without the prior approval of the Data Processing Coordinator.

**STATE OF MONTANA**  
**STANDARD COMPUTER SOFTWARE DEVELOPMENT CONTRACT**

This AGREEMENT is made by and between the State of Montana, \_\_\_\_\_

\_\_\_\_\_

(herein referred to as DEPARTMENT) and \_\_\_\_\_

\_\_\_\_\_

(herein referred to as CONTRACTOR). The main purpose of this AGREEMENT is \_\_\_\_\_

\_\_\_\_\_

Both the DEPARTMENT and the CONTRACTOR agree to the terms and conditions specified in this AGREEMENT.

**SECTION I - CONTRACTOR SERVICES.** The Contractor warrants that the results of this Contract will meet the functional and performance specifications and standards described in Schedule "A".

**SECTION II - PERFORMANCE.** Upon completion of the work described in Schedule "A", any tests as outlined in Schedule "A" shall be performed at the department site with departmental data to determine whether: a) the products meet specifications and standards described in this Contract and (b) that they perform repetitively on a variety of data without failure. If any test discloses deficiencies, the Contractor shall within \_\_\_\_\_ days correct such deficiencies and the Department thereafter has an additional \_\_\_\_\_ days to conduct new tests. Following successful completion of each test the Department shall notify the Contractor of acceptance.

**SECTION III - WORK IN PROGRESS.** It is agreed that the Department shall have the right to inspect/review all work in progress.

**SECTION IV - DEPARTMENT ASSISTANCE.** The Department agrees and promises to provide assistance to the Contractor as follows: \_\_\_\_\_

\_\_\_\_\_

**SECTION V - COMPENSATION.** In consideration for services rendered pursuant to this AGREEMENT, the Department agrees to pay the Contractor an amount not to exceed \$ \_\_\_\_\_ as detailed in Schedule "B". No additional charges shall be claimed by the Contractor for any goods or services including source documentation, error correction, upgrades, maintenance or expenses for any other material or service to be performed under this AGREEMENT.

**SECTION VI - EFFECTIVE DATE AND DURATION.** This Agreement shall take effect as of \_\_\_\_\_ and shall terminate \_\_\_\_\_, unless terminated earlier pursuant to Section XV.

**STATE OF MONTANA**  
**STANDARD COMPUTER SOFTWARE DEVELOPMENT CONTRACT**

**SECTION VII - ASSIGNMENT AND SUBCONTRACTING.** The Agreement may not be assigned by the Contractor nor may the Contractor permit anyone other than the Contractor's personnel to perform any of the work, services or other performance required of the Contractor under this Agreement without the prior written consent of the Department.

**SECTION VIII - OWNERSHIP AND PUBLICATION OF MATERIALS.** The Contractor shall provide to the Department all documentation as deemed necessary by the Department for the system resultant from partial or full performance of this Agreement. This documentation shall meet standards acceptable to the Department. The Department shall retain ownership, for all purposes, of working papers, working products and end products. However, the Contractor shall retain possession of those records required by Section XIV of this Contract for three (3) years after termination of this Agreement.

**SECTION IX - WARRANTIES.** The Contractor warrants that the software delivered as per Schedule "A" of this Contract is free of defects and will meet the specifications described herein. The Contractor further agrees to correct any defects free of charge for a period of three months after acceptance by the Department. This provision shall not apply to problems caused by actions of Department personnel or equipment.

**SECTION X - VENUE.** The Department and the Contractor agree that venue for any court action arising under this Agreement shall be in the First Judicial District in and for Lewis and Clark County, Montana. Further, the Department and the Contractor agree that this Agreement shall be interpreted according to the laws of the State of Montana.

**SECTION XI - INDEPENDENT CONTRACTORS.** It is agreed that the Contractor is an independent contractor and not an employee of the State of Montana. Because the Contractor is an independent contractor under the terms of this Agreement, the Department shall not deduct from the Contractor's compensation to make payment for any federal, state or municipal taxes. The Contractor shall pay all federal, state and municipal taxes which may be required on the compensation paid under this Agreement. Also, the Contractor and its employees are not covered by the Worker's Compensation Laws as applicable to the Department as the employer.

**SECTION XII - BONDS.** If the Department determines that a bond is necessary, it is hereby agreed that the Contractor, upon adequate and due notice from the Department prior to consummation of this Agreement, will supply sufficient bond, provided by a reputable and established surety company or other method approved by the State of Montana, the terms of which will be established by the Department.

A copy of said bond shall be filed with the County Clerk and Recorder for Lewis and Clark County, and other Counties where such work is performed.

**SECTION XIII - MODIFICATION.** This Agreement constitutes the entire Agreement between the parties with respect to the subject matter and statements, promises, or inducements made by either party, which are not contained in this Agreement are neither valid nor binding. No amendment to this Agreement shall be effective unless it is in writing and signed by duly authorized representatives of both parties.

**STATE OF MONTANA**  
**STANDARD COMPUTER SOFTWARE DEVELOPMENT CONTRACT**

**SECTION XIV - RECORDS BY CONTRACTOR.** The Contractor agrees and promises to keep and maintain reasonable records of activities performed under this Agreement, and allow access to these records by the Department and the Legislative Auditor as required by MCA 5-12 and 13. The Department, Legislative Auditor, or their representatives, shall have the right to access any records of the Contractor which are pertinent to the services provided under this Agreement, and such records shall be retained by the Contractor for no less than three (3) years after the termination of the Agreement.

**SECTION XV - TERMINATION.** Either party may terminate this Agreement without cause 30 days after delivery of written notice in hand to the other party. Further, the Department may terminate this Agreement for cause 10 days after delivery of written notice in hand to the Contractor.

Upon termination, the Department agrees to pay the Contractor according to the provisions of Schedule "B"; \_\_\_\_\_

All amounts owed to the Contractor by the Department at termination may be reduced by the amount of actual and consequential loss to the Department due to detrimental reliance on this Agreement by the Department. The Contractor agrees to return all properties including copies of programs, documentation, files, intermediate materials and related supplies upon the demand of the Department.

The Contractor understands and agrees that the Department is dependent upon Federal and State appropriations for its funding, and that actions by Congress or the Montana Legislature may preclude funding this Agreement completely through the termination date stated in Section VI. Should such a contingency occur, the parties may agree to a new termination date or terminate the Agreement immediately.

**SECTION XVI - EQUAL EMPLOYMENT OPPORTUNITY.** Pursuant to Sections 49-2-303 and 49-3-207, Montana Code Annotated, no part of this Agreement shall be performed in a manner which discriminates against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, or natural origin by the persons performing the Agreement. Any hiring shall be on the basis of merit and qualifications directly related to the requirements of the particular position being filled.

**SECTION XVII - FAIR LABOR STANDARDS.** The Contractor agrees to comply with all applicable Federal and State wage and hour rules, statutes and regulations, and warrants that all applicable Federal State fair labor standards provisions will be complied with, both by the Contractor and any sub-contractor hired by the Contractor, in the event that sub-contracted services to fulfill the terms and conditions of this Agreement are agreed upon by the Department and the Contractor.

**SECTION XVIII - SEVERABILITY.** It is understood and agreed by the parties hereto that if any item or provision of this Agreement is held to be illegal or in conflict with any Montana Law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid. Further, the parties agree to meet within 30 days and negotiate an acceptable replacement.

**STATE OF MONTANA**  
**STANDARD COMPUTER SOFTWARE DEVELOPMENT CONTRACT**

**SECTION XIX - INDEMNIFICATION.** The Contractor agrees that it will indemnify the Department and hold it harmless from any and all losses that may result to the Department because of negligence on the part of the Contractor, its agents, representatives, or employees. The Contractor shall hold harmless the Department from any and all claims arising out of the execution of this Agreement for injury to third persons, including their agents, employees or volunteers, recipients, and to the public at large, for injury to property or persons which arise out of any Contractor's actions.

**SECTION XX - NOTIFICATION.** It is understood that Contractor will notify the Authorized Agency of the Department immediately upon determination that any malady or occurrence has taken place which would, in any way affect or alter the duties, responsibilities, authorities, relationships or ability of the Contractor to fulfill the provisions of this Agreement in a timely manner and as prescribed herein.

**SECTION XXI - LIAISON.** The Department designates \_\_\_\_\_ as liaison for Contractor under this Agreement. Contractor agrees to make all official contacts with Department with this designee, or such other person as the designee appoints.

**SECTION XXII - EXECUTION.** Each party has full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each party has been properly authorized and empowered to enter into this Agreement. Each party further acknowledges that it has read this Agreement, understands it and agrees to be bound by it.

By and For  
**CONTRACTOR:**

_____ Signature	_____ Date	
_____ Name	_____ Title	
_____ Address	_____ City	_____ State
_____ Representing		
_____ Social Security Number or Federal Employer I.D. Number		

By and For  
**DEPARTMENT:**

_____ Signature	_____ Date
_____ Name	_____ Title
_____ Representing	

\_\_\_\_\_  
Data Processing Coordinator  
Office of Budget and Program Planning

\_\_\_\_\_  
Approved as to Form - Attorney

STATE OF MONTANA  
STANDARD COMPUTER SOFTWARE DEVELOPMENT CONTRACT

SCHEDULE "A"

This schedule provides functional and performance specifications standards and time tables warranted in Section I of AGREEMENT between \_\_\_\_\_

and \_\_\_\_\_  
dated \_\_\_\_\_

as follows:

STATE OF MONTANA  
STANDARD COMPUTER SOFTWARE DEVELOPMENT CONTRACT

SCHEDULE "B"

This schedule provides detail concerning the compensation indicated in Section V of AGREEMENT between \_\_\_\_\_

and \_\_\_\_\_

\_\_\_\_\_ dated \_\_\_\_\_

as follows:

OFFICE OF THE GOVERNOR  
BUDGET AND PROGRAM PLANNING



TED SCHWINDEN, GOVERNOR

CAPITOL BUILDING

STATE OF MONTANA

(406) 449-3616

HELENA, MONTANA 59620

DPM NBR 3

TO: All State Agencies  
FROM: Troy W. McGee  
Data Processing Coordinator  
DATE: June 1, 1981  
RE: PROCUREMENT OF EQUIPMENT AND SOFTWARE

The Office of Budget and Program Planning has the responsibility for the review and approval of all data processing equipment and software. This will help assure:

1. that existing data processing resources are fully utilized,
2. that data processing procurements are in concert with the established long range information processing plan, and
3. that data processing procurements are coordinated and compatible with existing data processing resources.

A form has been established (a copy is attached) which standardizes the review and approval process. This form must be completed and submitted to the Office of Budget and Program Planning for approval before any data processing equipment or software can be obtained.

The purpose of this form is to provide guidance for those preparing a justification to procure data processing equipment or software. Do not confuse this form with a request for quotation (RFP) or the establishment of specifications. These are separate subjects but are only necessary if the justification has been approved.

It is difficult to provide definitive guidance for the degree of justification required in every instance. The development of the necessary justification should never be taken lightly. It is obvious that the addition of a keypunch or terminal to an established function where the workload has increased should be simple. And the procurement of a large computer will require a comprehensive justification.



Generally, the greater the cost and complexity of the procurement, the more comprehensive the justification. If one is to err, it would be best to err on the side of a more comprehensive justification. The review and approval process will proceed more quickly with less total effort on everyone's part.

After the justification has been prepared, it should be attached to a state requisition along with the specifications and submitted to the Purchasing Division. The requisition and attached documents are then transmitted to this office for review and approval. The requisition is then returned to the Purchasing Division, approved, approved conditionally, disapproved, or disapproved conditionally. All justifications which are either poorly done or have inadequate justification will be disapproved conditionally.

If the justification being prepared is for a large procurement, say \$25,000 or greater, or a new functional requirement is being met, it would generally be wise to obtain the review and approval before preparing the state requisition and specifications.

Your efforts to develop well documented justifications will be greatly appreciated.

**STATE OF MONTANA  
OFFICE OF BUDGET AND PROGRAM PLANNING**

**Procurement Justification Form For  
Data Processing Equipment and Software**

Agency Submitting Justification	Agency Code	Agency Name
---------------------------------	-------------	-------------

**Description of Equipment or Software:** Be specific and attach specifications if deemed necessary.

**Proposed Installation Date** \_\_\_\_\_ **Location** \_\_\_\_\_

**Justification of Procurement:** Fully describe the purpose for which the Equipment or Software is needed, Workload Factors, Cost Benefits, Alternatives, etc. The level of detail required is dependent upon the Total Cost and complexity of the Procurement. However, inadequate or poorly prepared justifications will not be processed. (Note: generally the space allotted will not be adequate).

**Compatibility Requirements:** Note any requirements for compatibility such as, Equipment, Software, Firmware, Communication Lines, etc.

**Communication Requirements:** Discuss communication needs and purpose, and if communicating with an Existing Host, obtain approval to connect.

<b>Host Description</b> _____ <b>Location of Host</b> _____ <b>Notes:</b> _____	<b>Approval of Host Facility Official</b>  <div style="display: flex; justify-content: space-between;"> <span>Signature _____</span> <span>Title _____</span> <span>Date _____</span> </div>
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<b>Financial Information:</b> <b>Proposed Method of Procurement</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <input type="checkbox"/> Rent  <input type="checkbox"/> Lease  <input type="checkbox"/> Purchase Time/Pay  <input type="checkbox"/> Purchase         </div> <div style="width: 40%;">           Annual Lease Cost \$ _____            Annual Time/Pay Cost \$ _____            Total Purchase Cost \$ _____            Annual Maint. Cost \$ _____         </div> </div>	<table border="1" style="width:100%"> <tr> <th style="width:30%">Budgetary Details</th> <th style="width:20%">Account Number</th> <th style="width:50%">Appropriation Number</th> </tr> <tr> <td>Budgeted</td> <td></td> <td></td> </tr> <tr> <td>Not Budgeted</td> <td></td> <td></td> </tr> <tr> <td>Funding Operation Expense</td> <td></td> <td></td> </tr> </table>	Budgetary Details	Account Number	Appropriation Number	Budgeted			Not Budgeted			Funding Operation Expense		
Budgetary Details	Account Number	Appropriation Number											
Budgeted													
Not Budgeted													
Funding Operation Expense													

<b>Authorized Agency Official</b>  <div style="display: flex; justify-content: space-between;"> <span>Signature _____</span> <span>Title _____</span> <span>Date _____</span> </div>	<b>Office of Budget and Program Planning</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved         </div> <div style="width: 45%;"> <input type="checkbox"/> Approved Conditionally  <input type="checkbox"/> Disapproved Conditionally         </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Signature _____</span> <span>Title _____</span> <span>Date _____</span> </div>
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OFFICE OF THE GOVERNOR  
BUDGET AND PROGRAM PLANNING



TED SCHWINDEN, GOVERNOR

CAPITOL BUILDING

STATE OF MONTANA

(406) 449-3616

HELENA, MONTANA 59620

DPM NBR 4

TO: All State Agencies  
FROM: Troy W. McGee  
Data Processing Coordinator  
DATE: June 1, 1981  
RE: WORD PROCESSING EQUIPMENT

In April, 1978, the state of Montana installed a shared word processing system on the Central Computer Facility. This system is called the Advanced Text Management System (ATMS III). A shared word processing system was selected for many reasons but ultimately to assure that all state agencies would have access to a high level word processing service at the least cost.

Obviously, the state has made a major commitment in this area, in both cost and resources, as this is a substantial system with all of the normal word processing capabilities and in addition, the major capabilities that only a large system can provide. Also, this system will be conducive to the new advancements which will be experienced in word processing.

It is important that this service be used whenever applicable and must be the first consideration when contemplating word processing needs. No request for word processing capabilities will be considered without justifying the need with a cost benefit analysis and a review and evaluation of this service.

Generally, the approval of word processing equipment will be contingent upon the potential capability to communicate with the computer facility in the Department of Administration. This will assure that the greater capabilities of ATMS can be utilized. (Archival document storage and retrieval, high speed printing, typesetting, ability to transfer equipment, etc.)

As a minimum, the word processing equipment must be capable of communicating via SNA (System Network Architecture) and SDLC (Synchronous Data Link Control) without any software modifications so that text transmitted to the computer facility can be processed under ATMS. The vendor may be required to demonstrate or warranty this capability. In addition, the agency

may require even greater communications capabilities depending upon the functional requirements of the system.

Further information regarding ATMS can be obtained by contacting the Computer Services Division, Department of Administration.

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STATE OF MONTANA

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HELENA, MONTANA 59620

DPM NBR 5

TO: All State Agencies  
FROM: Troy W. McGee  
Data Processing Coordinator  
DATE: June 1, 1981  
RE: AVAILABILITY OF STATE DEVELOPED COMPUTER SOFTWARE -  
PRIVATE SECTOR

It is the opinion of our legal staff that computer software (programs) and the related documentation developed by state agencies are the personal property of the state of Montana. Therefore, computer software is not to be released to the private sector without the prior approval of this office.



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DPM NBR 6

TO: All State Agencies

FROM: Troy W. McGee  
Data Processing Coordinator

DATE: June 1, 1981

RE: AVAILABILITY OF STATE DATA PROCESSING EQUIPMENT -  
PRIVATE SECTOR

State data processing equipment is not generally available for use by the private sector as this could produce an unfair competitive advantage in the private sector. However, it is recognized that there are certain circumstances where the use of state owned data processing equipment may be approved by the Data Processing Coordinator within the following guidelines:

- The capability to be provided by the state owned data processing equipment (excluding computer software) must not be available in the private sector in Montana.
- The use of state owned data processing equipment cannot have an adverse effect on the state data processing needs, nor can the use by the private sector be used to justify additional data processing equipment acquisitions. Only excess time on the data processing equipment may be considered for use by the private sector.
- The use of state owned data processing equipment shall be discontinued immediately when the capability is available in the private sector.
- The total cost associated with the use of state owned data processing equipment will be passed on to the individual for whom the service is provided.
- The rates used in determining the cost of providing the services will be the current published rates of the Computer Services Division and the Information Systems Division unless higher rates have been determined to be more appropriate.

Nothing in this policy statement is to be interpreted to preclude the possibility of a state agency contracting with the private sector for services which includes the use of state owned data processing equipment in order to meet the terms of the contract.

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DPM NBR 7

TO: All State Agencies  
FROM: Troy W. McGee  
Data Processing Coordinator  
DATE: June 1, 1981  
RE: STATE LONG RANGE INFORMATION PROCESSING PLAN

The future direction of data processing in Montana state government is outlined in the Long Range Information Processing Plan which was issued in November, 1978. The contents of this document establishes many of the basic policies and guidelines which will be followed in the future development of data processing in Montana government. Some of the subjects covered are:

- Goals and Objectives
- Priorities for Computer Processing
- Statewide Standards
- Management of the Teleprocessing Network
- Establishment of the Data Processing Management Group
- Data Base Management
- Data Security and Privacy Issues
- Etc.

Anyone involved in the data processing function should be familiar with the document. Copies of this document were widely distributed when first issued and a limited number of copies are still available from this office.

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BUDGET AND PROGRAM PLANNING



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DPM NBR 8

TO: All State Agencies

FROM: Troy W. McGee  
Data Processing Coordinator

DATE: June 1, 1981

RE: EQUIPMENT SPECIFICATIONS AND CONTRACTS

Each agency is responsible for developing equipment specifications and negotiating contract terms with equipment vendors. When negotiating with the vendor, it must be made clear that any contract entered into is with the state of Montana. The Data Processing Coordinator will be available for consultation and should be consulted in all major equipment acquisitions.

A standard state contract for data processing equipment has been developed and is available from this office. This document should be used as a guide since it contains many terms which may be incorporated into a contract. For example, all contracts must clearly state that the contract will be interpreted according to the Laws of Montana and venue will be the First Judicial District in Helena, Montana. To assure that all legal aspects are acceptable, the contract should be reviewed by legal counsel before it is signed.

This office will be responsible for those agreements or contracts which are deemed desirable from an overall state perspective. For example, volume discounts, fiscal year terminations, uniform anniversary dates, price protection, etc.



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BUDGET AND PROGRAM PLANNING



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STATE OF MONTANA

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HELENA, MONTANA 59620

DPM NBR 9

TO: All State Agencies  
FROM: Troy W. McGee  
Data Processing Coordinator  
DATE: June 1, 1981  
RE: DISPOSAL OF DATA PROCESSING EQUIPMENT

It is important that the state of Montana receive the greatest value possible when disposing of data processing equipment. Depending upon the status of the equipment, there are a number of options which should be evaluated.

If the equipment is owned, should it be:

1. used as a trade-in?
2. relocated to another agency?
3. sold to a third party?

If the equipment is rented or leased, should it be:

1. returned to the vendor?
2. relocated to another agency?
3. purchased considering the options for equipment that is owned?

To assure that all options are fully evaluated, the disposal of data processing equipment will require the prior approval of the Data Processing Coordinator. When the disposal of any data processing equipment is contemplated, please notify this office as soon as practical, in writing. Describe the equipment in detail, along with the financial status as of the projected disposal date. You will be notified as to the appropriate disposal selected. Your vigorous compliance with this policy can be financially rewarding to the state of Montana.



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STATE OF MONTANA

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DPM NBR 11

TO: All State Agencies  
FROM: Troy W. McGee  
Data Processing Coordinator  
DATE: March 9, 1982  
RE: DISASTER CONTINGENCY PLANS

The purpose of this memo is to establish a policy regarding the development of a disaster contingency plan related to data processing work done on the Central Computer Facility operated by the Department of Administration. All agencies which utilize the central computer facility services must clearly understand what is meant by a disaster and the responsibilities of the parties involved.

A disaster is the destruction, either partially or fully, of the central computer facility such that processing will be discontinued for at least ten (10) days. An example would be the destruction of the computer facility or a major component by fire.

The ultimate goal of the disaster contingency plan is to anticipate the possible effects of catastrophic events and then establish a planned response that will minimize the detrimental effects on the operations of state government. It is not realistic to establish a plan where there will be no detrimental effects as the cost would be prohibitive.

The Computer Services Division is responsible for the development and maintenance of a disaster contingency plan designed to coordinate the systematic recovery of data processing in state government by providing alternative processing capabilities within the following time frames:

•INTERIM PROCESSING

The plan must include the capability of processing the most critical state applications within ten (10) days after the disaster has occurred.



red. This includes both the hardware and system software necessary to process these applications. Specialized software is included in the definition of system software, such as CICS, IDMS, VSAM, SYNC SORT, etc.

#### •TEMPORARY COMPUTER FACILITY

The plan must include the establishment of a temporary computer facility capable of processing 75% of all existing state applications within thirty (30) days after the disaster has occurred.

#### •PERMANENT COMPUTER FACILITY

The plan must include the establishment of a permanent computer facility capable of processing all existing state applications within a period of six (6) months after the disaster has occurred.

Backup and recovery of critical data, programs and documentation is the user agencies' responsibility. However, Computer Services Division is responsible for providing a secure off-site data storage facility and a means for users to effectively utilize it.

The user agencies are responsible for developing their own disaster contingency plans, where deemed appropriate, for those functions performed at the agency level. This is of particular importance for those agencies with installed distributive processors.

The Computer Services Division is available to provide specific disaster planning guidance. The user agencies must apprise the Computer Services Division on an established form what their hardware and software requirements at the central computer facility will be in case of a disaster. These requirements will be based upon the criticality of the applications as viewed from the agency's perspective. This office will be responsible for prioritizing the critical applications from the state's perspective.

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STATE OF MONTANA

(406) 449-3616

HELENA, MONTANA 59620



DPM NBR 12

TO: All State Agencies

FROM: Troy W. McGee  
Data Processing Coordinator

DATE: March 9, 1982

RE: TRANSFER OF COMPUTER PROGRAMS BETWEEN STATE AGENCIES

Many computer programs developed by one state agency can be used by another state agency with little or no modifications. This is particularly true in the case of generalized computer functions. Even specialized computer functions may be useful to other state agencies in some circumstances.

To help make these computer programs more readily available to other state agencies, the Computer Services Division has agreed to establish an automated system to record the main features of computer programs available from other state agencies. Every agency is asked to participate in this effort by filing an abstract for those computer programs they believe could be used by other agencies.

By making this computer program list available to all state agencies it is possible to reduce the instances where state agencies are "re-inventing the wheel." Also, it is an established policy that there will be no fee other than reproduction, for the computer programs being transferred unless there are some extenuating circumstances.



Office of the Governor  
Budget and Program Planning

Thomas L. Judge  
Governor  
George L. Bousliman  
Director

Capitol Building - Helena, Montana 59601

September 26, 1979

MEMORANDUM

TO: Don Lovely, Chief  
Data Processing Bureau  
Montana Department of Highways

FROM: Michael J. Meldahl  
Data Processing Coordinator

RE: Policy on the Availability of State Developed Computer Software

The Department of Highways Data Processing Bureau has received a request to provide a private contractor with a copy of the computer program and the program documentation used by the department for road design. It is the opinion of our legal staff that state developed software and documentation fall into the category defined in MCA 2-6-104. This law states:

... "the public records and other matters in the office of any officer are at all times open to the inspection of any person."

Based on this opinion, state developed software and documentation shall be made available to the private sector. The costs to list and reproduce the documentation will also be passed on the individual requesting the information. The rate charged for computer time is the published rate currently being charged by the Computer Services Division of the Department of Administration. The rate charged for state personnel involved in making the information available is the published rate currently being charged by the Information Systems Division of the Department of Administration.

Please note that this policy applies only to the availability of State developed computer software. At no time is State owned computer hardware available for private use.

If you have any further questions regarding this policy please contact me.

cc: Data Processing Managers

# OFFICE OF THE GOVERNOR

BUDGET AND PROGRAM PLANNING

THOMAS L. JUDGE, GOVERNOR

STATE CAPITOL, HELENA, MT 59601

GEORGE L. BOUSLIMAN, DIRECTOR



October 10, 1979

## MEMORANDUM

TO: All Data Processing Managers

FROM: Michael J. Meldahl  
Data Processing Coordinator *no fm*

RE: State Policy on Distributive Processing

The current policy of the State of Montana is to strive to optimize the service benefits and cost effectiveness of combining centralized large scale batch processing and decentralization of user interface functions such as data capture, data editing, job submission, and special output processing. To accomplish this optimization, I have selected the IBM 8100 Processor as the distributed processor which fits the majority of the needs of our remote data centers.

In order to effectively install and obtain the maximum production from the 8100 processor, I have placed the responsibility for the 8100 operating system and change control with the Technical Services Bureau of the Computer Services Division of the Department of Administration. The Technical Services Bureau will be responsible for maintaining a central software system and for supplying all new releases of the operating system to the IBM 8100 Processors remotely located throughout the State of Montana.



STATE OF MONTANA

Office of the Governor

Budget and Program Planning

Capitol Building - Helena, Montana 59601

Thomas L. Judge  
Governor

George L. Boustiman  
Director

June 12, 1979

MEMORANDUM

TO: All Data Processing Managers

FROM: Michael J. Meldahl  
Data Processing Coordinator

Attached is a copy of the State of Montana Data Base Policy Statement.  
This policy will go into effect July 1, 1979.

STATE OF MONTANA  
DATA BASE POLICY STATEMENT

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- B. Responsibilities
  - B.1 The Users
  - B.2 Management
  - B.3 The Application Areas
  - B.4 Computer Operations/System Programming
  - B.5 The Vendors
  - B.6 Education
- C. Application System Development Interfaces