

<b>1. Position Code</b>
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**State of Michigan**  
**Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> Natural Resources
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Resource Management
<b>4. Civil Service Classification of Position</b> Fisheries Biologist-E	<b>10. Division</b> Fisheries
<b>5. Working Title of Position (What the agency titles the position)</b> Fisheries Management Biologist	<b>11. Section</b> Field Operations
<b>6. Name and Classification of Direct Supervisor</b> Vacant, Natural Resource Manager-3	<b>12. Unit</b> Lake Superior Management Unit
<b>7. Name and Classification of Next Higher-Level Supervisor</b> David Caroffino, State Administrative Manager-1	<b>13. Work Location (City and Address)/Hours of Work</b> DNR Baraga, Customer Service Center 427 US-41 North, Baraga, MI 49908 80 hours per pay period

**14. General Summary of Function/Purpose of Position**  
Assist the Unit Manager in managing the fisheries and related aquatic resources in the Lake Superior Management Unit. Assist in planning, promoting, and implementing inland and Great Lakes fisheries management plans within the Unit. Assist on planning aquatic surveys, reporting, management recommendations, and performing environmental permit reviews. Plan and participate in fish production and fisheries management operations in the Management Unit and coordinate with other personnel. Participate in habitat protection, enhancement, and restoration activities within the unit, and working collaboratively with other DNR Divisions, non-profit agencies, watershed groups, citizen advisory committees, and the public.

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**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1**                      **35 % of Time**

Fisheries and aquatic management.

**Individual tasks related to the duty.**

- Assist in planning, coordinating, and participating on surveys to inventory fish populations and aquatic habitats and evaluate fisheries management actions within the Lake Superior Management Unit.
- Document survey results and make management recommendations in appropriate formats, including written reports.
- Maintain a thorough knowledge of Fisheries Division's mission, programs, and aquatic resources management philosophy, policies, and procedures. Incorporate this knowledge to determine and recommend appropriate management activities.
- Assist technician crews with data collection and fisheries monitoring protocols, as needed.
- Analyze survey data and use reviews of historic survey work, management records, current management actions and new results to inform management of options that are consistent with current Department, Division, and Management Unit objectives.
- Assist in the coordination/collection/analysis of fisheries population and aquatic habitat information with Unit staff using appropriate methodologies and equipment.
- Write technical reports and distribute information to appropriate parties through a variety of media outlets including formal presentations to internal and external stakeholders.
- Prepare and present information to the public regarding aquatic survey methodologies, their rationale, results, and potential management implications.
- Process and enter fisheries data accurately on Division software database platforms. Assist in the implementation of existing management plans and creation of new management plans for the Michigan waters of Lake Superior and inland waters within the Management Unit.
- Prepare prescriptions for fish stocking, habitat projects, or local regulation changes. Provide peer reviews of management prescriptions developed for waters outside the Management Unit.
- Assist hatchery personnel, volunteers, and management unit staff to coordinate rearing and stocking of fish species and document data, results, and operational procedures. Enter Unit and private fish stocking data into the Fish Stocking Information System.
- Organize and populate special fisheries datasets pertinent to the management unit and/or basin team.

Duty 2

**General Summary of Duty 2**                      **25 % of Time**

Aquatic habitat protection, restoration, and mitigation.

**Individual tasks related to the duty.**

- Review environmental permit applications, aquatic nuisance plant control permit applications, metallic mineral lease and oil and gas lease classifications and project proposals, land transactions, and forest management operations to make written recommendations to protect the aquatic environment.
- Coordinate and conduct appropriate investigations and documentation, including fisheries surveys, photographs, and written statements from Department or other agency personnel.
- Develop programs and projects that initiate collaborative relationships among diverse aquatic resource stakeholders to protect, enhance, and restore aquatic resources.
- Provide guidance and assistance to non-profit environmental groups, State, Federal, Tribal, and local governmental agencies in the development and implementation of aquatic habitat enhancement and restoration projects.
- Investigate fish kills/die offs and water pollution, following Fisheries Division policies and procedures. Determine the cause and extent of damages, collaborate with other agency personnel, and prepare written reports summarizing damage and mitigation recommendations.
- Assist with aquatic habitat improvement projects. Ensure that appropriate permits and permissions are obtained prior to activity.

Duty 3

**General Summary of Duty 3 25 % of Time**

Internal and external collaboration and communication.

**Individual tasks related to the duty.**

- Respond to telephone calls, letters, electronic communication, and personal contacts regarding fisheries related topics. Develop presentations and written materials for the public, fishing clubs, educational institutions, and other public organizations.
- Serve on internal (Division and Department) and external interdisciplinary committees, such as the Lake Superior Basin Team.
- Communicate effectively and participate actively when serving on committees. Initiate and maintain effective communication with Unit Manager, other Management Unit members, other Division and Department staff, external and internal stakeholders, and the public.
- Provide technical assistance and guidance to partners.
- Actively collaborate with local and regional environmental and educational institutions and participate in natural resources initiatives to promote efficient, effective, and innovative management of public trust resources.
- Attend leadership, facilitation, and communication workshops to enhance capacity to interact with and collaborate with internal and external stakeholders.
- Maintain public distribution lists of fishing waters in the Management Unit, species stocked, and other pertinent fisheries information.

Duty 4

**General Summary of Duty 4 15 % of Time**

Administration.

**Individual tasks related to the duty.**

- Assist with administrative responsibilities of the Management Unit relating to maintenance and archival of records.
- Work with local communities and organizations to develop and review potential grant projects and assist with applications for grant funding.
- Assist in the development of the Management Unit annual work plan that includes survey timelines, justification, techniques, and oversight.
- Substitute for the Unit Manager at area staff meetings, public hearings, or meetings as needed.
- Interview temporary employees in conjunction with the Unit Manager and Division Technician Supervisors.
- Assist in training programs for new permanent or temporary personnel.
- Maintain appropriate Department and Division record keeping, including time accounting, expense reimbursements, and performance reviews.
- Assist Unit Manager and other staff in conducting normal office activities and monitoring and complying with applicable requirements and deadlines.
- All other duties as assigned.

**16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

- Decisions while planning and participating in surveys and field projects on assigned watersheds in the Management Unit. These decisions on survey and study design can potentially affect the scientific integrity of the data, whether accurate conclusions or recommendations can be drawn from the survey, field crew safety, and how well Management Unit and Division goals are met.
- Decisions on the impacts of proposed chemical treatments, water quality permits, and construction activities on populations or habitat of fish, amphibians, and reptiles to prevent projects that will have negative effects on aquatic resources or minimize impacts where possible. The decisions made during these reviews will affect management of public trust resources.
- Decisions to approve or deny applications for the private stocking of public waters. The application needs to be reviewed for species, source, and health status of the hatchery product to be stocked. The decision to approve or deny an application will affect the fish community and angling opportunities for the receiving waters.
- Decisions that are made as a Fisheries Division representative in collaboration with other DNR Divisions on general land management. Long- and short-term impacts result from these decisions that impact recreational users.

**17. Describe the types of decisions that require your supervisor's review.**

- Decisions that require a significant commitment of staffing or financial resources.
- Decisions for projects that have significant public or political interest.
- Aquatic management plans and reports.

**18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

At times it is necessary to work in remote areas under adverse conditions requiring use of caution, logic, and common sense. Work is often outside and in inclement weather conditions (both hot and cold) and can be physically demanding, involving wading in static or flowing water, and the lifting and moving of boats, motors, generators, and nets. Pushing, pulling, and bending are often required. Irregular hours are often required including evenings, weekends, and extended periods away from the workstation. Many miles are driven on highways and unimproved roads in all types of weather conditions.

**19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

21. I certify that the above answers are my own and are accurate and complete.

\_\_\_\_\_

Signature Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?  
Yes

23. What are the essential duties of this position?

To assist the Department with fisheries and habitat management and protection in the Lake Superior Management Unit, collaborate with partners, communicate with stakeholders, and assist with administrative duties for proper functioning of the unit. Assist in planning, directing, analyzing, and disseminating results and recommendations of fisheries surveys and other aquatic investigations. Propose management plans for Unit waters and direct and assist in management activities. This position is at the forefront of aquatic resource protection for Fisheries Division and works with the public and permitting agencies to assure that the aquatic environment is adequately protected. The individual in this position must become an effective member of both the Management Unit and the Lake Superior Basin Team in planning and implementing Unit and basin-wide plans. The individual will also involve, as appropriate, stakeholders, professional colleagues, and the public in planning, analyzing, documenting, and reporting natural resources information for the Unit. Work with other DNR Divisions frequently on land management issues related to land purchases and exchanges, forestry practices, and oil and gas reviews.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

The position was previously a Fisheries Biologist-A but we are creating this Fisheries Biologist-E position description to allow for an entry level biologist.

**25. What is the function of the work area and how does this position fit into that function?**

The function of Fisheries Division's Lake Superior Management Unit is to effectively manage and protect the aquatic resources of the watersheds located within the management unit boundaries. The duties of the unit vary, and this position's responsibilities are at the core of effective management of those resources. The biologist assists in planning, directing, and analyzing fisheries surveys, habitat assessments, fish stocking programs, and managing the fish populations and fisheries of the region. Additionally, the biologist reviews and provides appropriate comments to other agencies and Departmental Divisions regarding environmental permit applications and the impacts on fisheries and aquatic resources. The biologist assists with or diagnoses problems using supporting data and proposes management options for the fisheries. The biologist also conveys Department and Division mission and goals and other pertinent information to the public and other special interest groups, clubs, and organizations, with an emphasis on the role of the unit in managing the fishery and the resource.

**26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Possession of a bachelor's degree in fisheries biology, fisheries management, aquatic biology, or zoology.

**EXPERIENCE:**

Fisheries Biologist 9 - No specific type or amount is required.

Fisheries Biologist 10 - One year of professional experience providing fisheries biology services equivalent to a Fisheries Biologist 9.

Fisheries Biologist P11 - Two years of professional experience providing fisheries biology services equivalent to a Fisheries Biologist, including one-year equivalent to a Fisheries Biologist 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of issues related to natural resource management.
- Knowledge of methods of watershed development.
- Knowledge of fisheries research and fish production.
- Ability to maintain records, prepare reports, and enter data.
- Ability to plan work.
- Knowledge of a variety of computer programs.
- Ability to communicate effectively with others both orally and in writing and maintain and develop strong relationships with the public and other agency staff.
- Ability to facilitate meetings and resolve conflict.
- Ability to lead others.
- Ability to understand land management as it relates to aquatic issues and collaborate with Departmental staff.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

**27. I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. *I certify that the entries on these pages are accurate and complete.*

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date