

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DNR-NATURAL RESOURCES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Resource Management
<b>4. Civil Service Position Code Description</b> FISHERIES BIOLOGIST-A	<b>10. Division</b> Fisheries
<b>5. Working Title (What the agency calls the position)</b> Fisheries Management Biologist	<b>11. Section</b> Field Operations
<b>6. Name and Position Code Description of Direct Supervisor</b> Vacant, Natural Resource Manager-3	<b>12. Unit</b> Lake Superior Management Unit
<b>7. Name and Position Code Description of Second 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
<b>14. General Summary of Function/Purpose of Position</b>  Serves as the recognized resource for fisheries and aquatic resources management, habitat protection, restoration, and mitigation (including environmental damage and dam removal) in designated watersheds of the Lake Superior basin. Oversees and manages a large region of the unit and is involved with all aspects of fisheries management and habitat protection as well as overseeing large scale programs and long-term projects. Serves as the unit's liaison to the Wisconsin DNR to implement shared border monitoring and regulations. Serve as the recognized expert for the review of complex, controversial or contentious environmental permit applications in assigned area. Communicate with State and Federal Agency personnel to manage the ecosystem holistically. Prepare technical and scientific reports for priority projects in the Lake Superior Management Unit. Represent the Division and Department at various public meetings and forums. Provide technical assistance to other divisions.	

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

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

**Duty 1**

**General Summary:**

**Percentage: 35**

Serves as the recognized resource for fisheries and aquatic resources management in the designated watersheds of the Lake Superior Management Unit.

**Individual tasks related to the duty:**

- Designs, directs, and executes fisheries surveys that inventory aquatic habitat and fish populations and evaluate fisheries management actions in lakes, rivers, and streams in the western portion of the Lake Superior Management Unit using knowledge of the division's mission, programs, aquatic resources management philosophy, policies and procedures. Documents results and analyzes collected data to make management decisions.
- Develops short-term and long-term management plans for critical watersheds and lakes in the Lake Superior basin. Implements plans through writing prescriptions and executing efforts to accomplish goals as outlined in plans.
- Serves as lead author on Status of the Fishery Resource reports, technical, scientific, and other reports and distributes information to appropriate stakeholders through a variety of media outlets, including formal presentations to internal and external stakeholders.
- Collaborates with Research Section in development of research projects and others to address management questions and stock assessments.
- Collaborates with the Resource Inventory Team to develop and refine standardized protocols that can be utilized statewide.
- Leads in field response actions for invasive species within designated watersheds of the management unit.

**Duty 2**

**General Summary:**

**Percentage: 30**

Functions as the recognized resource for aquatic habitats and the protection and restoration for species of concern in designated watersheds of the Lake Superior Management Unit.

**Individual tasks related to the duty:**

- Approve/deny, investigate, evaluate, and comment on environmental permit applications.
- Authors recommendations that identify feasible and prudent alternatives that both protect fisheries interests and accomplish the goals of the permit applicant.
- Provides fisheries-based expert-witness testimony for EGLE contested cases and violation proceedings as well as Natural Resource Damage Assessment (NRDA) actions.
- Represents the division as an expert witness in administrative hearings and court proceedings as may be needed.
- Initiate, investigate, evaluate, and comment on potential land acquisitions and metallic mineral, gas and oil leases.
- Foster relationships with DNR Forestry Division personnel to efficiently review land management practices as they relate to aquatic resources.
- Participate on forest audits as needed within the Unit.
- Collaborates with the Michigan Mussel Group to implement the Michigan Mussel Strategy and develop sampling protocols for construction projects within the unit.
- Serves as lead collaborator for the unit with Research Section and Habitat Management Unit personnel on Wildlife Action Plan focal species in state waters, including limnological and fisheries data collection using novel gears.
- Collaborate with the Habitat Management Unit on FERC licensing issues with management unit boundaries.
- Directs and leads programs and projects that initiate strong collaborative relationships among diverse aquatic resource stakeholders to protect, enhance, and restore aquatic resources. Projects and programs include dam removals, Great Lakes habitat restoration, inland lake nearshore restoration/improvements and stream restorations.
- Provides expert guidance and leads non-profit environmental groups, State, Federal, Tribal, and local governmental agencies in the development and implementation of aquatic habitat enhancement and restoration projects. Serves as formal DNR-Fisheries representative on GLRI habitat project planning committees.
- Leads investigations of fish kills/die offs and water pollution following Fisheries Division policies and procedures. Determine the cause and extent of damages and prepare written reports to document the findings and mitigation recommendations.
- Approve/deny private chemical treatment applications for aquatic nuisance control projects within the Management Unit. Work collaboratively with EGLE on reviews.
- Plan, direct, and coordinate aquatic habitat improvements projects.
- Gain certification for Soil Erosion and Sedimentation Control (SESC) land practices and work collaboratively with other agencies or watershed groups to obtain proper SESC permits.
- Obtain EGLE permits for the unit as needed.
- Coordinate removal or renovation activities of fisheries owned dams within the management unit.

**Duty 3**

**General Summary:**

**Percentage: 20**

Performs advanced and complex duties of collaboration and communications with internal and external partners, government agencies and non-governmental organizations (NGOs) representing the Division and Department.

**Individual tasks related to the duty:**

- Represents Fisheries Division as the recognized resource for partners, including but not limited to river restoration committees, lake association and improvement boards, and citizen advisory committees.
- Leading the participation with local and regional environmental and educational institutions and participates in natural resources initiatives to promote efficient, effective, and innovative management of public trust resource.
- Creating and updating public distribution lists of fishing waters in the Management Unit, species stocked, and other pertinent fisheries information.
- Attend leadership, facilitation, and communication training to enhance capacity to interact with and collaborate with internal and external stakeholders.
- Provides planning and management for the Lake Superior Basin Team.
- Serve as a member or chair special public advisory committees, task groups, steering committees, or division committees as needed.
- Work collaboratively with local environmental and sport fishing groups to empower their members to assist, where appropriate, in the process of managing fisheries and aquatic resources.

**Duty 4**

**General Summary:**

**Percentage: 15**

Routinely performs administrative and program development duties for the Lake Superior basin as well as substitutes for the Lake Superior unit manager when needed.

**Individual tasks related to the duty:**

- Attends all required courses, participates in educational opportunities in fisheries and related fields, attends meetings of professional societies and provides advanced presentations as appropriate.
- Respond to telephone calls, letters, electronic communication, and personal contacts regarding fisheries related topics.
- Collaborate in the development of the Management Unit annual work plan that includes survey timelines, justification, techniques, and oversight.
- Maintain appropriate Department and Division record keeping, including time accounting, expense reimbursements, and performance reviews.
- Interview temporary employees in conjunction with the Unit Manager and Division Technician Supervisors.
- Assist in training programs for new permanent or temporary personnel.
- Other duties as assigned.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Plans and participates in surveys and field projects on assigned watersheds in the Management Unit. Planning decisions are made as the recognized resource and are based on previous surveys and accepted statewide survey protocols. Makes field adjustments that are based on weather, unforeseen situations and catch success. Proper planning combined with solid field decisions ensures surveys are completed safely, scientific integrity of the data is maintained, accurate conclusions or recommendations can be drawn from the survey, and Management Unit and Division goals are met.

Routinely evaluates proposed chemical treatments, water quality permits, and construction activities on populations or habitat of fish, amphibians, freshwater mussels, and reptiles. Provides technical expertise on these issues to EGLE, and/or Army Corps of Engineers, along with stakeholders. These recommendations are used to protect important fisheries habitat or mitigate for the loss of important fisheries habitat.

Autonomously designs the fish stocking programs for many Lake Superior Management Unit waters, including what species, life stages, how many fish and stocking locations. Makes decisions that ensure private fish stocking requests will not cause ecological damage and do not conflict with Division and Department goals.

Decisions at inter-divisional and inter-agency meetings attended as the designated DNR Fisheries Division representative. This can impact support and action items for the Division, Department, and other agencies at various group meetings.

Serves as recognized resource on issues within a resource rich area and makes decisions on management issues affecting anglers, landowners, and other users of important natural resources in Lake Superior Management Unit. These decisions can impact stakeholder support for Department/Division programs, proper handling of information conveyed, and protection of the public trust.

Fisheries decisions necessitated by responses to the public, non-profit groups, watershed councils, lake associations, etc. on issues related to fisheries, freshwater mussels, and habitat. This position's expertise and leadership sets expectations for fisheries management goals within Lake Superior basin designated watersheds while working with these groups directly can help complete management goals of the unit.

**17. Describe the types of decisions that require the 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 is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

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 position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

Additional Subordinates

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

Complete and sign service ratings.

Assign work.

N Provide formal written counseling.  
N Approve leave requests.  
N Approve time and attendance.  
N Orally reprimand.

N Approve work.  
N Review work.  
N Provide guidance on work methods.  
N Train employees in the work.

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

Yes

23. What are the essential functions of this position?

Serves as the recognized resource for fisheries and aquatic resources management duties and for fisheries and aquatic habitat protection, restoration, and mitigation in designated watersheds of the Lake Superior basin. Oversees and manages a large region of the unit and is involved with all aspects of fisheries management and habitat protection as well as overseeing large scale programs and long-term projects. This position provides independent management of the some of the most complex (diverse stakeholder groups and fisheries systems), heavily utilized, and economically important waters in the state.

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

PD on file was outdated. Updating PD so the duties and expected proportions are in alignment with expected responsibilities.

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 work will contribute to effective management of the fisheries and aquatic resources of the unit. The senior biologist designs, directs, and executes fisheries surveys, habitat assessments, fish stocking programs, and manages the fish populations and fisheries. Additionally, the senior biologist approves or denies and provides appropriate comments to other agencies and Departmental Divisions regarding environmental permit applications and the impacts on fisheries and aquatic resources. The senior biologist documents results and analyzes collected data to make management decisions for the fisheries. The senior 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 resources.

26. 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 12**

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

**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:**

N/A

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

***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

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

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

MAGDALENA THUMSER

4/5/2024

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***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.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date