

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.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Resource Management
4. Civil Service Position Code Description Laboratory Assistant-E	10. Division Wildlife
5. Working Title (What the agency calls the position) Necropsy Lab Assistant	11. Section Wildlife Health
6. Name and Position Code Description of Direct Supervisor Melinda Cosgrove, Laboratory Scientist Manger-2	12. Unit Wildlife Health Section (WHS)
7. Name and Position Code Description of Second Level Supervisor Mitch Marcus, State Administrative Manager-1	13. Work Location (City and Address)/Hours of Work 4125 BEAUMONT ROAD; LANSING, MI 48910. Hours vary
14. General Summary of Function/Purpose of Position This position acts primarily as assistance for general wildlife necropsy and disease surveillance for seasonal disease outbreaks such as highly pathogenic avian influenza and epizootic hemorrhagic disease. This position also supports a variety of daily laboratory activities including but not limited to data entry, monitoring and responding public reports of sick and dead wildlife, and sending out finalized necropsy reports. Work is performed through the application of a body of knowledge related to standard laboratory methods, practices, procedures, materials and equipment.	

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: 60

Assists Wildlife Pathologist and Laboratory Technician with general necropsy.

Individual tasks related to the duty:

- Assist with specimens from seasonally observed die-offs for highly pathogenic avian influenza (HPAI), epizootic hemorrhagic disease (EHD), botulism, and others as they may occur.
- Accept deliveries of necropsy specimens brought to the Laboratory by Department Field Staff
- Unbag and sort specimens in preparation for examination.
- Label containers and bags for sample submissions.
- Assist with necropsy under supervision (e.g. swabbing birds, removing organs).
- Assist with fluoroscopy and radiography of necropsy specimens.
- Monitor condition of radiograph developing tank. Clean and change chemicals as needed.
- Submit samples to diagnostic laboratories under guidance of pathologist
- Works in a high-biosecurity (BSL-3-Ag) environment on wildlife infected with zoonotic diseases as necessary
- Clean and disinfect utensils, tables, and floors upon completion of necropsy.
- Restock supplies on necropsy floor and locker room.

Duty 2

General Summary:

Percentage: 30

Assists Wildlife Pathologist and Laboratory Technician with reports and data entry.

Individual tasks related to the duty:

- Assist with monitoring and responding to the Eyes in the Field Reports for sick and dead wildlife reported.
- Email or mail finalized necropsy reports to submitters and field staff.
- Assist with data entry on various necropsy-related projects as needed.

Duty 3

General Summary:

Percentage: 10

Assist with other duties as assigned.

Individual tasks related to the duty:

- Assist staff with processing furbearer skulls – scan and record data, remove tooth from skull, label envelopes
- Assist staff with assembling hunter submission kits in preparation for fall season
- Gather laundry to be cleaned and put away clean laundry upon return.
- Assist staff with new projects as requested.

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

Decisions are to be made regarding the most effective and efficient way to complete assigned tasks. Daily work schedule to be determined through these decisions. Decisions require judgment based on formal educational experience, work experience and an understanding of Division priorities. If employee is not clear on the best way to complete the tasks, they should refer to their immediate supervisor or the Wildlife Pathologist for clarification before proceeding.

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

Decisions regarding setting priorities when time conflicts arise, changes to established laboratory procedures, and how to complete procedures if unclear.

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.

There is regular exposure to infectious disease, some potentially fatal and frequent exposure to strong smells. Heavy lifting (25-40 lbs), long periods of standing, and repetitive laboratory bench work are everyday tasks. Occasional exposure to stress may be brought on by various deadlines and seasonally heavy workloads.

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):

- | | |
|---|--|
| <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. |

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

Not applicable

23. What are the essential functions of this position?

The primary responsibility of this position is to assist the Wildlife Pathologist during periods of seasonally heavy workloads. Wildlife activity increases in spring and summer due to migration, breeding, and the availability of abundant resources. At the same time, the public is more active outdoors, leading to more observations and reports of sick or dead wildlife. This seasonal surge results in a higher volume of specimens collected for examination. Spring migration also brings heightened activity of highly pathogenic avian influenza, now considered endemic in Michigan. Additionally, weather fluctuations during summer can trigger large-scale die-off events. For example, late-summer drought often leads to deer mortality from epizootic hemorrhagic disease and avian die-offs caused by botulism. These events are sporadic, occur suddenly, and can persist for extended periods, often tripling the pathologist's normal workload.

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

PD updated to reflect updated WLD Org structure. Duty 1 and box 14 updated to reflect the change in disease focus from CWD and bTB to HPAI, EHD, and botulism – diseases that increase in outbreak severity seasonally due to migratory animals returning to the state. CWD and bTB disease work is covered through the work position code LABYASTE27R performs. Duty 2 updated to include data entry for necropsy results. Duty 3 updated to reflect additional fur bearer bio-sampling and data reporting.

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

The DNR Wildlife Health Section is responsible for monitoring the health and well-being of wildlife in the State of Michigan. This position is responsible for supporting this mission, assisting with laboratory support for general necropsy and disease surveillance and control.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

A minimum of a bachelor's degree in wildlife biology or closely related field is preferred.

EXPERIENCE:

Laboratory Assistant 6

No specific type or amount is required.

Laboratory Assistant 7

One year of experience performing laboratory assistant tasks in support of other laboratory personnel equivalent to a Laboratory Assistant 6.

Laboratory Assistant 8

Two years of experience performing laboratory assistant tasks in support of other laboratory personnel equivalent to a Laboratory Assistant, including one year equivalent to a Laboratory Assistant 7.

Experience with wildlife samples, wildlife disease, and laboratory techniques desired.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and skills in laboratory work, wildlife pathology, wildlife management, and strong computer skills are desired.
- Ability to handle biological samples and laboratory equipment.
- Must be willing to take an post- and pre- TB screening test and a respirator fit test.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Valid driver's license.

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.

none

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

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