

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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.)	3. Department/Agency
Vacant	Natural Resources
4. Employee Identification Number	5. Bureau (Institution, Board, or Commission)
	Resource Management
6. Civil Service Position Code Description	7. Division
Research Biology SPL 2	Wildlife Division
8. Working Title (What the agency calls the position)	9. Section
Wetland Ecology and Avian Research Specialist	Biological and Social Sciences
10. Name and Position Code Description of Direct Supervisor	11. Unit
Stephen Beyer, State Administrative Manager-1	Research
12. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Keith Kintigh, State Division Administrator	TBD, Lansing CSC, Constitution Hall, Plainwell CSC / 8:00 am to 5:00 pm M-F, 8-hr. day, 80-hr. pay period

14. General Summary of Function/Purpose of Position

Represents the Division in inter-agency research studies related to aquatic and coastal systems of the Great Lakes and related migratory and non-migratory birds. Serves as statewide research specialist for avian ecology and wetland systems research. Provide information to Department managers and administrators on avian and wetland management through the development and implementation of research studies and review of available data and literature. Plays a lead role in the integration of avian and wetland research and management. Develops and recommends strategies and policies for avian and wetland management throughout the state. Serves on professional committees and work groups in area of expertise at state, national, and international levels while representing the Department in the scientific understanding of this information. Coordinates university contract research through contract administration and by serving on graduate committees.

Position will need to complete firearm training within six months of appointment. This position will be in the DART Test Designation/Random Drug Testing Pool.

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 of Duty 1

50% of Time

Determine needs for evaluation and enhancement of the Department's scientific basis for regulations and policies for managing avian populations and wetland habitats; independently and with agency/university teams, design and implement scientific research studies to provide or enhance adequate data for Department wildlife and habitat planning and management functions.

Individual tasks related to the duty.

- Provide expertise and oversight in applied avian and wetland ecology research to address barriers to wildlife management or to improve management effectiveness and efficiency.
- Provide expertise and oversight in assessing avian populations using advanced experimental design and statistics.
- Consult with management program specialists, wildlife biologists, and other research biologists to identify avian and wetland barriers and opportunities that are suitable for applied research.
- Develop avian and wetland research and management proposals, including goals and objectives, work plans, schedules, and budgets, and submit for prioritization and approval by the Research Work Group and Division Chief respectively.
- Oversee data collection, input, analyses, conduct statistical parameter estimation, conduct spatial analyses, hypothesis testing, and modeling that support wildlife management across Michigan.
- Maintain close working relationships with university faculty in population and ecological science, and those with expertise that aids the Department with wildlife management.
- Participate in Mississippi Flyway Council Technical Section meetings and committees.
- Oversee research contracts awarded to universities in areas of specialization and assist with graduate student development and academic committees for related research and management, as necessary.

Duty 2

General Summary of Duty 2

20% of Time

Serve as the Department's expert on avian and wetland ecological research, contribute to overall professionalism and leadership in research and management functions, and make recommendations on Department wildlife regulations and policy.

Individual tasks related to the duty.

- Remain current on research and existing scientific knowledge regarding avian and wetland ecology while making this knowledge available to Division staff and administrators, the Department Director, and the Natural Resources Commission.
- Use research results and existing scientific knowledge to work with species specialists to craft new proposals and modifications to regulations, policies, and practices for Division, Department and Natural Resources Commission review.
- Work with species specialists to formulate and recommend statewide procedures, policies, and guidelines for avian and wetland management based on research and the best scientific information available.
- Represent the Department at conferences, workshops, and seminars to learn and share information related to avian and wetland management and ecology.

- Serve as technical consultant and liaison for the Department in area of expertise with appropriate researchers/managers at other institutions and government agencies.
- Provide professional, expert testimony to industry and government agencies in area of expertise.
- Communicate and collaborate with Divisional and Departmental staff on research projects, strategies, findings, and best management practices.

Duty 3

General Summary of Duty 3

20% of Time

Report, disseminate, and interpret research and management action findings, make management recommendations, and share research expertise.

Individual tasks related to the duty.

- Work closely with Division wildlife managers to integrate research findings and emerging techniques into wildlife management programs.
- Remain current on technological advances that may be used in support of research and management related to area of expertise, such as estimating population size, survival analyses, space use analyses, and band reporting probabilities while representing the Department in the scientific understanding of this information.
- Remain active in professional organizations that further the advancement of knowledge in area of expertise and serve on professional committees and work groups at state, national, and international levels.
- Prepare reports and manuscripts for publication by the Division and in professional journals and books.
- Review research and management findings and manuscripts submitted for publication by peers in professional journals and books.
- Contribute to the assessment of overall priorities and administration of research and management within the Department by assisting in the review and prioritization of wildlife research proposals and management recommendations.
- Prepare verbal presentations for scientific meetings, Wildlife Division staff, and the public.

Duty 4

General Summary of Duty 4

5% of Time

Provide technical assistance and outreach in area of expertise.

Individual tasks related to the duty.

- Participate in various field surveys conducted by the Division.
- Participate in Department outreach activities and assist in the design of educational materials.
- Represents the Division in public engagement and outreach efforts.
- Conduct media interviews in area of expertise.
- Attend professional development training as required.
- Euthanize wildlife as needed for research and for addressing specific nuisance wildlife or safety situations.
- Attend training related to the restoration, protection, and management of our natural resources via ecosystem management as required.

Duty 5

General Summary of Duty 5

5% of Time

Other duties as assigned.

Individual tasks related to the duty.

- Provide general wildlife information to the public.
- Attend Department, Division, and Section meetings as required.
- Other tasks as assigned by Section Supervisor.

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

- Methodologies used in accomplishing objectives of individual research studies and management programs.
- Decisions regarding appropriate training in research methods and management actions.
- Daily work schedule activities related to completion of research studies and management activities.
- Decisions on appropriate data analyses/statistical tests, how the data is best presented, and how research results should be communicated to decision makers (i.e., Division and Department Administrators and Natural Resources Commission) and wildlife managers.
- Determination of priority informational needs to address through independent or collaborative research.

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

- Major purchases (e.g., equipment),
- Out of state travel
- Situations that may be politically or administratively sensitive
- When hiring temporary workers.
- The supervisor reviews/approves final drafts of research grant agreements and contracts.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

- Physical Activities: Conducting field work often involves standing, sitting, walking, carrying equipment, and driving.
- Conditions/Hazards: Outdoor work often involves exposure to heat, cold, precipitation, and wind. It can involve long hours and evening or weekend work, depending upon the specific task.
- This position requires travel throughout the state as part of the regular duties. There is potential for occasional after hours work activities.

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

Complete and sign service ratings. Assign work.

Provide formal written counseling.

Approve work.

Approve leave requests.

Review work.

Approve time and attendance.

Provide guidance on work methods.

Orally reprimand.

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?

This position serves as the Division and Department's Avian and Wetland Research Specialist and provides complimentary support for research regarding wetland systems and avian ecology and management as necessary. This individual coordinates research activities to aid in development of biologically and socially grounded regulations and policies while contributing to overall professionalism and leadership in applied research and management functions. This position represents the Department as one of several research experts but possesses unique expertise in fields of wetland and avian ecology. The position plans, conducts, and reports on research studies pertinent to management programs; analyzes data, interprets scientific findings, and writes popular and technical reports/articles; provides advice and makes recommendations to wildlife biologists and Division and Department leadership on current management. The position serves on technical committees and working groups as the Division or Department representative, particularly pertaining to ecological research applicable to Department programs.

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

The duties of this position have become more complex and responsibilities have become broader since the last review. The position has expanded from focusing primarily on game birds and waterfowl, to all avian wetland species and wetland ecology/habitat management. The position serves on professional state, regional, national, and potentially international professional groups related to wetland ecology and associated avian species. The position also represents the Wildlife Division not only as a research expert on wetland game birds, but also on wetland ecology and associated avian species at Natural Resources Commission meetings for the purpose of supporting Department game bird hunting regulations. The types of research responsibilities have also increased in complexity and the position functions more independently with responsibility for a broader area of specialty than from the previous focus on game birds.

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

The Biological and Social Sciences Section is responsible for discovery and dissemination of new information needed for the management of wildlife resources within the state. This position is the statewide specialist for wetland systems and avian ecology research relevant to natural resource management. Coordination of a research program, providing additional support for wildlife ecology and management research, and contributing to overall professionalism and leadership in the Division and Department in these areas of expertise involves execution of highly complex assignments. Development of biologically and socially grounded regulations and policies for monitoring and management is critical for sustaining wildlife populations and habitats, recreational use and enjoyment, and sustaining strong natural resource-based economies.

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

EDUCATION:

Possession of a thesis-based master's degree in wildlife management, wildlife biology, fisheries management, fisheries biology, or a related biological science with a research emphasis, including 8 semester (12 term) credits of upper-undergraduate or graduate-level courses which must include a course in experimental design and other courses in quantitative methods such as advanced calculus, computer science, statistics, or mathematical modeling.

EXPERIENCE:

Four years of professional experience in the areas of fisheries or wildlife research equivalent to a Research Biologist, including two years equivalent to a Research Biologist P11 or one year equivalent to a Research Biologist 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to plan and coordinate highly complex research and management program activities.
- Knowledge of information sources, professional contacts, and current developments in wetland systems and avian ecology.
- Open mind and an objective attitude.
- A thorough understanding of the scientific method and principles of wildlife management, forest/grassland/shrubland/wetland ecology, and avian ecology.
- Ability to communicate in verbal and written formats with peers, decision makers and the public.
- An extensive understanding of animal population dynamics, quantitative statistical methods, spatial analyses and modeling, and associated computer-based geographic and statistical applications.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license.

Ability to obtain (within six months of appointment) and maintain Firearm certification.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date**TO BE FILLED OUT BY APPOINTING AUTHORITY**

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

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