

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. RESRALTA

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)
4. Civil Service Position Code Description Resource Analyst-A	10. Division Parks and Recreation
5. Working Title (What the agency calls the position) Northern Lower Peninsula Stewardship Resource Analyst	11. Section Resource Protection and Promotion
6. Name and Position Code Description of Direct Supervisor FAHLSING, RAY D; PARK AND RECREATION MANAGER-3	12. Unit Stewardship
7. Name and Position Code Description of Second Level Supervisor FLEMING, JASON A; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work RAM Center 104 Conservation Drive Roscommon, MI 48653 / 80 Hours per pay period

14. General Summary of Function/Purpose of Position

This position is the Recognized Resource for the Northern Lower Peninsula (Gaylord, Roscommon, and Cadillac Districts). The function of the Stewardship Resource Analyst is to further the Department of Natural Resources statutory state park mission to "...acquire, protect, and preserve the natural, historic and cultural features of Michigan's unique resources..." within a geographic region of the state. This position's geographic area of responsibility is the Northern Lower Peninsula to include the Gaylord, Roscommon, and Cadillac Districts. The Stewardship Resource Analyst provides natural resource technical assistance to PRD field staff, Field Planners, contractors, and partners. This position assists Field Planners, Trails Analysts, and Park Supervisors/Managers plan and construct development projects that are compatible with PRD's natural resource protection mission. The Stewardship Resource Analyst performs on the ground survey, evaluation, and monitoring of the condition of natural resources, invasive species, forest health, impacts from recreation and the success of past ecological restoration treatments. The Stewardship Resource Analyst investigates the potential impacts of proposed development projects and events and makes recommendations. This position coordinates with stewardship partners. This position may also assist with the stewardship of cultural resources.

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: 50

Within the geographic area of responsibility, determine and assess threats to natural resources, determining the extent, immediacy, and irreversibility of the threats. Prioritize and develop strategies to abate threats and oversee the implementation of abatement and ecological restoration and monitoring.

Individual tasks related to the duty:

- Conduct field surveys of PRD administered lands to assess actual and potential threats to natural resources, especially conservation targets identified in Natural Resource Stewardship Plans. Utilize Michigan Forest Inventory data, Michigan Natural Features Inventory reports and other sources to inform threat assessments and abatement strategies.
- Survey land and water around a proposed new project site to identify natural resource threats, such as erosion, negative side effects to wildlife, or threats to the land. Make recommendations to eliminate or reduce those threats. This may include identifying the best location, time of day to complete the project, safest equipment to use, etc.
- Perform surveys for forest health, oak wilt, hemlock wooly adelgid, emerald ash borer, Asian long-horned beetle etc. Perform invasive species surveys. Evaluate anthropogenic changes to natural habitats: altered natural disturbance regimes, erosion, hydrology, fire, recreational impacts, etc. Research effects of invasive species on trees and plants to be able to identify the threat independently and quickly.
- Consult with PRD's Ecologist, Ecological Restoration Specialist, and Forest Health Specialist to prioritize threat abatement, develop management strategies and implement.
- Perform on the ground evaluation of the success/effectiveness of restoration treatments and make recommendations to inform adaptive management. Assess and monitor projects for adaptive management to ensure natural resources are being protected. Assess completed projects to ensure there were no unintended negative side effects to natural resources. Provide recommendations for future projects, based on these findings.
- Develop written specifications for natural resource management including ecological restoration. Develop contract specifications, and conduct contract field administration including pre-start meetings, mid-contract inspections and final contract inspections. Conduct or attend pre-bid meetings.
- Attend DNR Pre-Compartment reviews and Compartment Reviews across the six Upper Peninsula FRD management units to assess potential impact to the natural resources of state forest campgrounds, boating access sites, state harbors, recreational trails and state park lands adjacent to state forest lands, including aesthetics, land use decisions and ecological integrity. Provide written and/or verbal comments to PRD managers and other DNR managers. In accordance with PRD Ecologist, Ecological Restoration Specialist, and Forest Health Specialist recommendations, provide recommendations to PRD and DNR managers based on these reviews.
- Monitor state land in geographical area of coverage to identify illegal land use activity, such as illegal ORV use, trespassing, theft, encroachment etc. This requires extensive knowledge of the geographical area.
- Provide information about the illegal land use activity and pertinent information about the land to the investigation team to assist with investigation.
- Ensure recreational use and development plans are in compliance with federal and state invasive species statutes, requiring extensive knowledge of the statutes.

Duty 2

General Summary:

Percentage: 30

Transfer technical knowledge of natural resource stewardship to Parks and Recreation Division staff, Regional Field Planners, and contractors.

Individual tasks related to the duty:

- Review and provide recommendations on proposed development projects to reduce or eliminate negative natural resources impacts.
- Work with PRD's regional Field Planners, Park Supervisor/Managers, and regional Trail Coordinators to devise plans that appropriately balance PRD's natural resource protection with PRD's outdoor recreation mission.
- Review Work Item Proposals for development projects and provide recommendations to PRD Ecologist.
- Provide office review and field reconnaissance to evaluate the potential resource impacts of large or impactful events being considered. Make recommendations for Use Permit Special Conditions to reduce or eliminate negative impacts.
- Provide recommendation and guidance on EGLE stream crossing permits and Best Management Practices when rivers and streams, riparian management zones, erosion control and shoreline stabilization issues emerge.
- Provide recommendation and guidance on soil bio-engineering solutions to erosion control, and shoreline stabilization.
- Participate in General Mgmt. Plan meetings and provide Stewardship input for parks in the geographic area of responsibility.
- Provide input and recommendation to Natural Resource Stewardship Plans for park in the geographic area of responsibility.

Duty 3

General Summary:

Percentage: 20

Perform other stewardship tasks and other duties as assigned.

Individual tasks related to the duty:

- Provide guidance and direction to contractors based on findings of MiFI Audit
- Provide direction and recommendations to park managers and staff on stewardship projects that need to be completed to eliminate threats to natural resources. This could include installation of fencing, change of layout, etc.
- Review the contract work product of MNFI Michigan Forest Inventory (MiFI) survey to provide quality assurance and quality control (QA/QC) for the MiFI survey on PRD administered lands statewide. Perform MiFI stand delineation, field MiFI data collection and data entry for assigned PRD administered lands in the Northern Lower Peninsula.
- Coordinate with Wildlife Division, Forest Resources Division, Fisheries Division, CISMA's, US Forest Service, National Park Service and other partners on regional initiatives such as invasive species control and production of local genotype seed/plant materials.
- Assist with the planning and conduct of prescribed fire.
- Assist with group and volunteer stewardship events/work as occasionally assigned.
- Assist with the creating plans and monitoring for soil erosion and sedimentation compliance on stewardship-related projects that involve significant construction or ground disturbance.
- Provide stewardship review and recommendation on land acquisition, transfers, divestures and change in lead administration.
- Assist with cultural resource protection and restoration.
- When requested represent PRD at internal and external meetings.
- Perform 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.

The Northern Lower Peninsula Stewardship Resource Analyst makes most decisions regarding the natural resource impacts of routine development projects and special recreational events, and makes determinations of threats to PRD administered natural resources within the geographic area of responsibility. Position also makes determinations on the effectiveness of stewardship treatments.

Consequences of actions or inactions and decisions made by this position may result in significant damage to or loss on natural resources in the geographic area of responsibility. Decisions may determine the success or failure of ecological restoration and natural resource protection within the area of geographic responsibility, including significant monetary loss. These decisions contribute directly to the DNR and PRD missions of natural resource protection, management, and preservation.

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

Decisions that affect large areas, multiple state parks or linear trails.
 Decisions that have the potential for significant public interest
 Decisions that affect the Stewardship Unit budget
 Prioritization of work effort

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.

Work is performed in both office and field settings. Time is about 50/50 but varies with season. Office work is performed in an office environment while standing or sitting. Field work will be performed in a wide range of outdoor settings involving traversing long distances, often in remote areas, over a variety of terrain in a variety of weather conditions. Daily physical activities may include standing, sitting, computer keyboarding/mouse usage, reaching, bending, lifting, carrying, walking, hiking, wading, stooping, and driving, including the operation of an ATV. Operation of GPS equipment will occur. Hand and power tools/equipment may be used occasionally. Conditions/hazards exposed to on a periodic basis include wet, cold, heat, noise, dust, smoke, odors, fumes, fire, chemicals, vegetation, insects, and other animals.

Reconnaissance of natural areas and project areas requires the ability to traverse long distances in undeveloped areas over uneven, unstable, snow covered and wet ground. Survey for invasive species, botanical surveys, vegetation monitoring, assessing hydrology alteration etc. requires reasonably good vision. Some work tasks require lifting and carrying up to 50 lbs. Operation of motor vehicles.

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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | 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?

This position delivers resource stewardship within the geographic area of responsibility, providing natural resource threat assessment, technical guidance, and evaluation of the natural resource impact of development projects and other PRD activities. The position furthers the Parks and Recreation Division mission to preserve, protect, conserve, and restore state natural resources.

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

New position

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

Position serves as the Stewardship Unit lead presence in the Northern Lower Peninsula of Michigan, furthering PRD's natural resource mission to preserve, manage and restore the unique natural resources of the State of Michigan.

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 a physical, biological, or natural resource science, resource management, resource planning, engineering, or a related field.

EXPERIENCE:

Resource Analyst 12

Three years of professional experience in the protection, development and maintenance of land, water, or natural resources, including one year equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated high-level expertise with identification and ecology of Michigan's natural communities, rare plants, rare animals, and invasive species, and with the science of restoration ecology and natural resource management. Strong organizational skills, and excellent written and oral communication skills, including the ability to prepare and give presentations to internal and external audiences. Ability to produce legible and comprehensible reports including field notes and data forms.

Ability to conduct long days of strenuous outdoor field work, often in adverse conditions (hot and cold weather, rain, snow, biting insects, poison ivy, and dense vegetation) and in remote areas.

Ability to take initiative and work independently, as well as to productively participate on a work team.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Driver's license.
First Aid/CPR certification is desirable.
Michigan Commercial Pesticide Applicator certification is desirable.

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.

RYAN STARKWEATHER

6/10/2024

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