

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 STATE ADMINISTRATIVE MANAGER-1	10. Division Wildlife
5. Working Title (What the agency calls the position) Applied Research Section Supervisor	11. Section Applied Research
6. Name and Position Code Description of Direct Supervisor KINTIGH, KEITH; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor THOMPSON, SARA M; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work A DNR office with available space

14. General Summary of Function/Purpose of Position

The Applied Research Section Manager leads and supports statewide and region-specific wildlife research staff and programs to ensure wildlife conservation and management decisions are grounded in current science. This position oversees the planning, budgets, and administration of numerous research projects, including grant management and collaboration with universities, while fostering partnerships including the Partnership for Ecosystem Research and Management (PERM) and the Michigan Cooperative Fish and Wildlife Research Unit. Responsibilities include setting strategic direction aligned with the Wildlife Division's goals, managing budgets and personnel, coordinating applied research efforts with partners, and ensuring safe and effective field operations. The position emphasizes integrating scientific knowledge into decision-making and maintaining strong relationships with academic institutions to support wildlife conservation and a science-based learning organization.

Duty 1**General Summary:****Percentage: 30**

Personnel Management: Responsible for all aspects of personnel administration and management including work scheduling, hiring, coordination, budgeting, performance reviews, and approving time and attendance.

Individual tasks related to the duty:

- Manage personnel and assigned resources to ensure conformance with all Department policies and the achievement of Department and Division priorities.
- Coordinate work activities by scheduling assignments, setting priorities, and directing the work of direct-report employees.
- Chair hiring committee of any position in the section, ensuring equal employment opportunity in hiring and promotions.
- Select and assign staff, ensuring equal employment opportunity in hiring and promotion of career and temporary employees.
- Ensure bargaining unit agreements and conditions of employment are followed by all employees.
- Investigate allegations of work rule violations and provide discipline as necessary.
- Mentor employees and provide leadership on work activities
- Review and approve (or correct as necessary) bi-weekly employee time and attendance reports and leave requests.
- Identify staff development and training needs ensuring that employees obtain required training.
- Evaluate and verify employee work performance through the review of completed work assignments and work techniques for all employees in the section on an annual basis.
- Conduct section and one on one staff meetings to discuss operating problems, organization, budgetary matters, personnel matters, technical problems, and the status of programs and projects.
- Maintain records, prepare reports, and conduct correspondence relative to the work.

Duty 2**General Summary:****Percentage: 30**

Statewide Program Administration: Develop policies and budgets for statewide programs. Support, guide and coordinate implementation of section programs, contracts, services and assistance to the public.

Individual tasks related to the duty:

- Work closely with Division Senior Leadership and actively engage in Wildlife Division management team meetings to promote and align Section programs with State, DNR, and Wildlife Division priorities.
- Lead and participate in Division, Department, and partner initiatives and ensure Wildlife Division interests are represented.
- Coordinate and align Applied Research Section programs with other Wildlife Division and DNR programs.
- Lead the Section in developing Section priorities and strategic partnerships.
- Develop Section budget recommendations for capital outlay, personnel services, equipment, and materials.
- Direct, supervise, and assist staff responsible for the Research Work Group and other ongoing processes to solicit and prioritize research needs from the Division.
- Create processes for knowledge generation, storage, communication, and iterative decision-making aligned with the Wildlife Division strategic plan and its goals for becoming a learning organization.

Duty 3**General Summary:****Percentage: 30**

Research Partnerships – Coordinate and collaborate with university faculty, students, and administrators; DNR leadership; and research liaisons in other Divisions to ensure that research partnership agreements (e.g., PERM, the Cooperative Research Unit) remain effective and mutually beneficial for both partners.

Individual tasks related to the duty:

- Determine how to budget and best meet research needs using WLD staff and equipment, research grants to universities, and work plans with PERM and other university faculty.
- Prepare and justify budgets for university research projects including grant administration, federal aid reporting, and production/maintenance of models, data, and research reports.
- Determine how to use WLD staff, equipment, university research grants, and PERM faculty work plans to meet research needs efficiently.
- Participate in PERM reporting, DNR coordination meetings, and PERM Board of Advisor meetings.
- Meet regularly with Cooperative Research Unit staff to discuss ongoing projects, research needs, and potential future projects
- Meet with wildlife department leadership and other university leaders to ensure university programs continue to meet Wildlife Division's changing and evolving needs for professional skills among graduating students.
- Attend and support graduate research symposia, advisory teams, and partnership meetings.
- Participate in personnel work planning and annual performance reviews for PERM faculty.

Duty 4**General Summary:****Percentage: 10**

Other duties as assigned.

Individual tasks related to the duty:

- Serve on work groups and committees that focus on department-wide or statewide wildlife issues.
- Research and/or manage special projects as directed by the Assistant Chief or Division Chief.
- Participate in strategic planning activities.
- Attend professional development

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

Decisions about accomplishing the objectives and work plans regarding the section within the allotted resources.

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

Politically sensitive decisions requiring the review and/or guidance of the Wildlife Division Chief and Assistant Chief.

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.

Much of the work is in an office environment and involves prolonged computer use and sitting for long periods of time at the work station or in meetings. Some work is in the field setting which involves exposure to extreme weather conditions in rough terrain. This position may require occasional night or overnight travel to other locations throughout the state.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
	DEPARTMENTAL TECHNICIAN-E E9		RESEARCH BIOLOGIST-E
	RESEARCH BIOLOGY SPL 2 13		RESEARCH BIOLOGY SPL 2 13
	RESEARCH BIOLOGY SPL 2 13		STUDENT ASSISTANT-E A
	STUDENT ASSISTANT-E		WILDLIFE TECHNICIAN-A
	WILDLIFE TECHNICIAN-A		WILDLIFE TECHNICIAN-SS 12
	WILDLIFE TECHNICIAN-SS 12		WILDLIFE ASSISTANT-A
	WILDLIFE ASSISTANT-A 9		WILDLIFE ASSISTANT-E

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. |
| ☒ 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?

The position is responsible for the management and research activities for Michigan's game and non-game wildlife.

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

Updating PD due to no PD on file in PARIS. Duties and tasks reflect current responsibilities.

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

This Section will be responsible for the management and research activities for Michigan's game and non-game wildlife. This position will serve as manager of the section

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 any major.

EXPERIENCE:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of DNR Wildlife Division programs.
Through Knowledge of Research Projects, Grant Funding, and University Partnerships
Excellent communication skills both verbally and in writing.
Ability to interpret statutes, rules and policies.
Ability to manage multiple projects simultaneously.[

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.

RYAN STARKWEATHER

7/27/2026

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