

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

Position Code

1. WLDLASTEA62R

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 Wildlife Assistant-E	10. Division Wildlife
5. Working Title (What the agency calls the position) Non-career Wildlife Assistant	11. Section Southern Michigan Region
6. Name and Position Code Description of Direct Supervisor Niewoonder, John; NATURAL RESOURCE MANAGER-3	12. Unit Big River Unit
7. Name and Position Code Description of Second Level Supervisor Mills, Mark; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Various locations throughout the State / Varied hours, as assigned

14. General Summary of Function/Purpose of Position

The primary focus will be assisting with the collection of biological data through deer and waterfowl check station activities and assisting with waterfowl hunter lottery hunt draws. As time permits may assist with the development and maintenance of wildlife habitat on Wildlife areas. May assist as needed with other management unit responsibilities, including wildlife surveys, nuisance animal control, and general office duties.

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: 90

Biological data collection and/or managed hunt drawings.

Individual tasks related to the duty:

- Assist at deer check stations with removing heads from deer, labeling biological specimens, aging deer, and bagging and storing of deer carcasses.
- Record pertinent data collected at deer check stations on specimen labels as well as on a PDAs
- Assist at managed waterfowl hunt areas/check stations through administering lottery hunt drawings and collecting and entering harvest data
- Monitor waterfowl numbers through refuge counts at Wildlife areas.
- Respond to nuisance animal complaints.
- Delivery of wildlife specimens to the wildlife health lab for testing.

Duty 2

General Summary:

Percentage: 10

General office and game area management duties as assigned

Individual tasks related to the duty:

- Control water levels on wetlands by manipulating control structures and utilizing pumps.
- Interact with hunters and provide general information to the public.
- Performs other related work appropriate to the classification as assigned.

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

Whether a wildlife or biological specimen needs to be collected for testing, Affects wildlife use, public use, and employee safety.

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

Completing delivery of biological samples to the wildlife health lab, responding to public inquiry when the response relates to statue or game law violations.

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.

Possible exposure to blood from wild animals. This position requires travel throughout the assigned work area as part of the regular duties. Standing, stooping, walking on uneven ground, exposure to respiratory restrictions occurring naturally in an outdoor environment, exposure to weather related conditions such as heat, humidity, cold, rain, etc. Lifting, stacking, and loading of materials lesser than or equal to 50 lbs.

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?

Yes

23. What are the essential functions of this position?

Provide assistance in the collection of biological data through wildlife harvest check stations, censuses, and surveys.

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

Updated PD to align with other Fall Noncareers performing similar tasks. Duty 1 increased by 10%, duty 2 eliminated (15%) due to Spring / Summer NCWAs creating and maintaining wildlife habitats and structures, duty 3 increased by 5%.

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

The primary focus will be assisting with the collection of biological data through deer and waterfowl check station activities and assisting with waterfowl hunter lottery hunt draws. May assist as needed with other management unit responsibilities, including wildlife surveys, nuisance animal control, and general office duties.

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.

EXPERIENCE:

Wildlife Assistant 6

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of wildlife and reasons behind biological data collection techniques and practices.
- Knowledge of occupational hazards and safety precautions required in the line of the work.
- Ability to conduct wildlife surveys.
- Ability to operate and maintain biological sample collection and general shop tools.
- Ability to communicate effectively with others.
- Ability to work in adverse weather conditions.

- Ability to perform job assignments in a timely manner and keep appropriate records.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Valid Driver's license preferred

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.

ALLISON MARSTON

7/29/2019

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