

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) Natural Resources
4. Civil Service Position Code Description WILDLIFE BIOLOGIST-E	10. Division Wildlife
5. Working Title (What the agency calls the position) Habitat Biologist	11. Section Field Resource Management
6. Name and Position Code Description of Direct Supervisor SCULLON, HARRY W; NATURAL RESOURCE MANAGER-3	12. Unit Upper Peninsula Region - Western
7. Name and Position Code Description of Second Level Supervisor LEMMIEN, DAVID W; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 427 US-41 North, Baraga, MI 49908 / Monday - Friday 8:00 a.m. to 5:00 p.m.

14. General Summary of Function/Purpose of Position

The primary functions of this position are to plan wildlife management activities on public and private lands in the Baraga work unit which includes Baraga, Houghton, Keweenaw, Gogebic and Ontonagon Counties in the western Upper Peninsula, as well as overseeing the implementation of those plans. The Biologist will also oversee the planning and operations of the Sturgeon River Sloughs Wildlife Management Area, Baraga Plains WMA, multiple Grouse Enhanced Management Systems, and various habitat project areas. This position will plan, conduct, and coordinate with the Wildlife Technician: various wildlife population surveys; nuisance wildlife complaints / response; wildlife disease surveillance; species management regulation recommendations; public engagement and outreach; and annual budget / plan of work development and administration. This position is unique in that it will require frequent engagement with agricultural producers around wolf depredation complaints and mitigation. This position will utilize the document "Guiding Principles and Strategies (GPS)" for setting strategic direction in planning efforts and in setting work priorities.

Position will need to complete chemical immobilization and firearm training and maintain certifications and be included in the DART 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:

Percentage: 40

Manage for sustainable populations of wildlife species in the Baraga unit counties in the Western Upper Peninsula. (GPS Goal 1)

Individual tasks related to the duty:

- Monitor and assess game populations annually.
- Review annually and revise species management plans as needed based on monitoring and assessment results.
- Recommend harvest regulation changes to the Field Operations Manager and UP Regional Supervisor and implement approved changes.
- Partner with Federal land managers to ensure game / wildlife species targets are taken into consideration.
- Partner with conservation organizations and groups to promote and enhance wildlife populations.
- Partner with Tribal Governments while being mindful of cultural practices and treaty rights.
- Work with partners to promote and improve management of non-game wildlife populations. Implement non-game species management plans, as needed.
- Focus population management efforts, considering climate change, on lands where the Division can have the greatest impact for desired targets. Adapt population management efforts based on recommendations.
- Assist with wildlife health / disease monitoring. Work with partners to address wildlife health issues.
- Work with local units of governments and conservation partners to respond and provide guidance to address nuisance and urban wildlife management.
- Audit and implement regulation of captive wildlife facilities to protect free ranging wildlife from disease.
- Ability to chemically immobilize wildlife to carry out above tasks and duties.
- Ability to use a state provided firearm to sample, euthanize, or otherwise respond to wildlife issues.

Duty 2

General Summary:

Percentage: 40

Manage habitat for sustainable wildlife populations in a changing environment. (GPS Goal 2). Mitigate the negative impacts of human land use on wildlife habitats. (GPS Goal 3)

Individual tasks related to the duty:

- Resolve land matters consistently to conserve lands for wildlife.
- On private lands, provide technical assistance and resources to support Wildlife Division habitat management needs.
- Participate in assigned Division and Department workgroups to facilitate intra- and inter-departmental programs and landscape planning.
- Develop annual work and operational plans and determine cost estimates and inform budgets for routine maintenance of facilities, general office needs, as well as scheduled projects for the year.
- Adapt habitat management, as needed, to help move game / wildlife population numbers in the desired direction.
- Describe the desired future habitat conditions and management direction for wildlife areas in Master Plans, and then implement.
- Manage habitat on wildlife areas to support featured species management targets and to demonstrate habitat improvement techniques to conservation partners.
- Consider climate change impacts when developing habitat management strategies.
- On co-managed lands, work collaboratively with the Forest Resource Division to manage wildlife habitat.

Duty 3

General Summary:

Percentage: 15

Develop a strong working relationship with the local citizens and sportsmen's groups (GPS GOAL 6) Present information on various DNR topics to a variety of public groups.

Individual tasks related to the duty:

Coordinate with partner volunteer programs where appropriate.

- Develop and enhance partner and stakeholder coalitions to engage in Division planning efforts and support management programs. Prepare presentations on wildlife topics for sportsman's clubs and other organizations on timely topics.

- Respond in a timely manner to public requests for information including walk-ins, phone inquiries and field contacts.
- Provide information to people who are having trouble with wildlife including, but not limited to, white-tailed deer, bear, wolves, beaver, muskrat, raccoon, woodchuck, bats and skunks. This may include field investigations and issuance of appropriate permits.
- Improve communication and engagement with the public regarding wildlife issues

Duty 4

General Summary:

Percentage: 5

Continued professional development.

Individual tasks related to the duty:

- With supervisor, prepare an annual continuing education plan including readings, attendance at conferences and other relevant activities.
- Attend Management Unit meetings and Division in-service training sessions.

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

Independent decisions involve habitat management recommendations and guidance, the issuance of nuisance animal control permits, deer damage control permits and daily schedules. Members of the public who are experiencing animal damage are most affected. Independent decisions for this position include setting their work schedules, making purchases, drafting wildlife harvest recommendations, and developing annual work plans and budget requests for the assigned work unit. Both public and internal stakeholder groups can be affected by these decisions.

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

Decisions involving large expenditures of funds as dictated by policy, decisions involving politically sensitive topics and decisions involving overall management direction require supervisory review. Any decision that requires exceptions to Division or Department policies, capital expenditures or issues that involve multiple work units or regions and anything that requires supervisory review and guidance at the regional or statewide level.

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 will be in an office environment and involve prolonged computer use and stationary for long periods of time at workstation or in meetings. However, a portion of work will be conducted in the field setting which includes exposure to extreme weather conditions and requires the ability to traverse uneven terrain, snowshoeing, snowmobiling, etc. This position requires occasional travel throughout the assigned work area as part of the regular duties and through hazardous driving conditions. Occasional early morning or late-night work or meeting attendance can be expected as well as which may require occasional overnight travel to other locations throughout the state. This position will requires handling a broad range of wildlife and when sick, injured, live and/or dead. On a daily basis this position may require lifting, bending, stooping, climbing, walking, wading in hot, cold, windy conditions.

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. | X | Assign work. |
| N | Provide formal written counseling. | X | Approve work. |
| N | Approve leave requests. | X | Review work. |
| N | Approve time and attendance. | X | Provide guidance on work methods. |
| N | Orally reprimand. | X | 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 essential duties of this position are to plan wildlife management activities on state game and wildlife areas and private lands using generally accepted wildlife management and ecosystem management principles and to provide information to the public.

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

Elaborated areas of work and duties in box 14. Duty 1 – added potential other groups that this position will work with. Duty 2 added more types of work duties with additional types of lands. Boxes 16, 17, 18 – added additional descriptions. Added firearm and chemical immobilization DART duties to boxes 14 and 26 and Duty; these duties were already in the previous position description, we just added more wording.

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

The work area manages wildlife and state lands in Michigan's Upper Peninsula within the Baraga unit (Baraga, Houghton, Keweenaw, Ontonagon, and Gogebic Counties). This position is assigned to both public and private lands in an assigned area.

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 natural resource science or biological science with at least 8 semester (12 term) credits in wildlife biology and 16 semester (24 term) credits in one or a combination of the following: botany, ecology, ecosystem management, entomology, natural resources GIS applications, mammalogy, ornithology, wildlife management, zoology, conservation biology, human dimensions of fish and wildlife management, evolutionary biology, forest resources, environmental science, or natural resources law and policy.

Bachelor's degree in any natural resources management track (wildlife biology/ecology, general resource management, conservation biology, etc.) preferred.

EXPERIENCE:

Wildlife Biologist 9 - No specific amount or type of experience required.

Wildlife Biologist 10 - One year of professional experience carrying out wildlife biology assignments equivalent to a Wildlife Biologist 9.

Wildlife Biologist P11 - Two years of professional experience carrying out wildlife biology assignments equivalent to a Wildlife Biologist, including one year equivalent to a Wildlife Biologist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of regulations pertaining to wildlife in Michigan.

Knowledge of management of grassland, forested and wetland ecosystems.

Knowledge of the principles and practices of wildlife management.

Ability to use and analyze spatial data including maps, aerial photography, GPS, GIS and remotely sensed data.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license.

Ability to maintain Chemical immobilization certification

Ability to maintain firearm certification provided by Wildlife.

Acquire associated trainings and/or certification for safe operating of: boats, snowmobiles, ATV/UTV, as assigned.

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.

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