

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

**Position Code**

1.

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DNR-NATURAL RESOURCES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Wildlife Biologist-A	<b>10. Division</b> Wildlife
<b>5. Working Title (What the agency calls the position)</b> Wildlife Habitat Biologist	<b>11. Section</b> Southeast Region
<b>6. Name and Position Code Description of Direct Supervisor</b> MCFADDEN, TERRENCE S; NATURAL RESOURCE MANAGER-2	<b>12. Unit</b> Michigan Thumb Unit (MTU) Southern Michigan Management Region
<b>7. Name and Position Code Description of Second Level Supervisor</b> ROBISON, JOSEPH D; STATE ADMINISTRATIVE MANAGER-1(15)	<b>13. Work Location (City and Address)/Hours of Work</b>  Cass City Wildlife Field Office, 4017 E. Caro Road, Cass City, MI 48726 / 40 hrs/wk.

**14. General Summary of Function/Purpose of Position**

The employee is responsible for all aspects of wildlife habitat and wildlife species management plans outlined in WLD's Guiding Principles and Strategies (GPS) on public and private lands in Huron, Sanilac, and Tuscola Counties as well as overseeing the implementation of these plans. The Wildlife Biologist is responsible for complex habitat management activities on public lands throughout the assigned work area and utilizes Michigan Forest Inventory (MiFi) and other available resources and data to develop detailed short- (annual operational plans), mid- (five-year operational plans), and long-term (ten-year master plans) habitat guidance for wildlife habitat improvements utilizing various treatment options depending upon habitat type and the featured species involved. The biologist plans and oversees the development of annual work plans and budgets for the assigned work area. The biologist conducts wildlife surveys, collects biological data, and makes recommendations on harvest quotas and changes to hunting and trapping regulations for these species. The biologist is responsible for public lands administration and facilities management for the assigned work area from reviewing land purchases and exchanges, trespass resolution, land use permit review, timber sale administration and Department of Environment, Great Lakes and Energy (EGLE) permit application and review. The biologist handles wildlife damage and nuisance complaints according to Departmental and Bureau policy, provides public contact and education and builds partnerships with wildlife-related recreation organizations to assist with habitat management projects and surveys for game and non-game species.

Position required firearm certification

**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: 30**

Responsible for all aspects of wildlife habitat inventory and management including creating and implementing long term (10-year) and short term (annual) wildlife habitat management plans, annual operating budgets, work plans, and Work Item Proposals (WIPS) for WLD administered lands within Huron, Sanilac, and Tuscola Counties. Responsible for continued identification, implementation and management oversight of multiple habitat improvement projects developed directly from the planning process.

**Individual tasks related to the duty:**

- Design, implement and monitor wildlife habitat management plans including State Game and Wildlife Area Master Plans for all WLD administered lands (12 SGA and/or SWA's and 11 mini-SGA's) in Huron, Sanilac, and Tuscola Counties. Create annual budgets, work item proposals (WIPS), and annual work plans based upon planning process throughout the assigned area.
- Utilize ArcGIS, Michigan Forest Inventory (MiFI), and supplementary habitat data to assist in planning habitat treatments using the Division's 'Featured Species' approach in assigned work areas. Combined with master planning develop detailed annual operational plans and five-year operational plans for wildlife habitat improvements for various habitat types on specific state game and wildlife areas in the assigned work area.
- Project management which includes oversight and direction of DNR staff and contractors assigned to specific projects on all state-owned lands in the assigned work area. Budget for work and equipment, schedule work assignments based on budget and equipment availability, implement and oversee habitat treatments while ensuring wildlife-related specifications are followed on infrastructure improvement projects, prescribed fire, planting herbaceous cover and/or food plots on state owned lands.
- Coordinate with partners in the conservation community, private sector, federal agencies and other DNR Divisions in sharing resources and information to accomplish cooperative wildlife habitat projects on public and private lands. Coordinate and provide advice to outside agencies regarding wildlife habitat management projects or on projects that may have impacts to wildlife habitat.

**Duty 2**

**General Summary:**

**Percentage: 20**

Responsible for all aspects of wildlife population management and biological data collection on public and private lands throughout Huron, Sanilac, and Tuscola counties.

**Individual tasks related to the duty:**

- Collect, summarize, and analyze biological data to determine management recommendations for both game and non-game species, including threatened and endangered. This includes wildlife population modeling for White-tailed deer and involves utilizing Sex Age Kill (SAK) deer model, life tables, check station data and other sources of information.
- Recommend harvest quotas and season dates for game species in assigned work area. Recommend changes in regulations, Wildlife Conservation Orders (WCO), Director's orders (DO), or administrative procedures, for the protection of game species, non-game species, and threatened/endangered species. Evaluate wildlife habitat conditions and needs for various wildlife species as related to estimated current or projected carrying capacities.
- Respond to nuisance wildlife complaints, make decisions on controlling wildlife damage and recommend techniques for private landowners, issue landowner permits for taking nuisance animals and file reports on these incidents within Tuscola, Sanilac, and Huron Counties.
- Operate firearm as needed to perform nuisance control duties and respond to nuisance wildlife complaints, which sometimes involves putting animals down.
- Establish survey routes, conduct population surveys for both game and non-game species (woodcock, grouse, pheasants, waterfowl, wetland bird species, etc.).
- Operate deer check station as necessary at Cass City FO, Fish Point FO and other remote check stations including hiring personnel, scheduling work assignments, biological data collection, disease monitoring, and specimen collection.
- Use accepted and recommended techniques for monitoring, identifying, and collecting diseased animals to submit for testing.
- Conduct Privately Owned Cervid (POC) inspections as assigned in a timely manner and consistent with the law and policy throughout the work area.
- Register harvested furbearers, seal pelts, collect samples (skulls or other tissues) and record data at assigned check stations.

**Duty 3****General Summary:****Percentage:** 25

Public/state lands and facilities management and administration. Responsible for all aspects of state land administration and facilities management on WLD administered land in Huron, Sanilac, and Tuscola Counties.

**Individual tasks related to the duty:**

- Propose or review proposals of lands for purchase, exchange, or disposal to consolidate state ownership or otherwise enhance state land resources, make recommendations on easements and other aspects relating to access on state-owned lands in Huron, Sanilac, and Tuscola Counties.
- Protect state lands throughout the assigned work area from trespass, illegal ORV use and other unauthorized uses. Document known trespasses and other unauthorized uses and work with WLD – Public Lands Unit staff to resolve problems through land survey requests and the trespass resolution process.
- Write and/or review state land use permits for various state land users for various purposes. Ensure that use permits are complete and that state lands are adequately protected and will continue to serve the purpose for which they were intended.
- Review and comment on permit applications from Michigan Department of Environment, Great Lakes, and Energy – Water Resources Division for projects within the assigned work area.
- Ensure that all state land infrastructure and facilities are maintained in a safe, useable condition and are serving their intended purpose. Direct staff assigned to specific areas to maintain and correct infrastructure problems as needed.
- Review and make wildlife-related recommendations on state lands nominated for mineral, oil and gas lease and/or exploration.
- Recommend area-specific changes in laws, Director's orders or administrative process as necessary.

**Duty 4****General Summary:****Percentage:** 20

Public Relations and Education. Represent the Department of Natural Resources and Wildlife Division to a variety of audiences

**Individual tasks related to the duty:**

- Answer public inquiries regarding wildlife issues at Cass City FO and throughout the assigned work area. This includes walk-ins, phone inquiries, emails, and field contacts.
- Meet with various groups including local units of government, sportsmen's clubs, civic organizations, NGOs to disseminate wildlife information and provide education on WLD goals, programs, and values.
- Cooperate with various media outlets on matters concerning wildlife to inform the public on current and emerging wildlife issues. This includes writing press releases on various wildlife topics or DNR-WLD programs.
- Assist with Wildlife Division's presence at area public events.
- Work with partners to address wildlife health issues.

**Duty 5****General Summary:****Percentage:** 5

Participate in assigned work groups, internal communication, and continued professional development and trainings.

**Individual tasks related to the duty:**

- Participate in workgroups as assigned or volunteered to be on to help with regulation setting, and general wildlife procedures.
- Communicate activities and accomplishments to direct supervisor and recording entities within the Division.
- Meet regularly with wildlife staff in assigned work area (Cass City Field Office) to coordinate activities to meet management goals of the unit.
- Prepare an annual continuing education plan including readings, attendance at conferences, trainings, and other relevant activities.

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

- Identify specific habitat types for treatment based on plant species composition and site conditions. Propose and justify habitat treatments such as prescribed fire, mowing, disc/ plowing, herbicide treatment, brush removal, tree/shrub/prairie planting, flooding/de-watering, and timber harvest. Monitor the outcome of habitat treatments to ensure goals have been met and recommend further treatment as needed. These decisions can influence patterns of plant and animal succession for extended periods of time and will determine future habitat management direction and monetary input.

- Establish wildlife survey routes for game and non-game species – decisions may affect other agencies and the private sector.
- Approve/deny mineral leases, rights-of-way, easements, land exchanges, etc. – decisions may affect the SER, other Divisions, and private sectors.
- Determine management recommendations including harvest recommendation for game species within Huron, Sanilac, and Tuscola Counties- decisions affect hunter and public attitudes of Division and its regional priorities.
- Provide technical advice to general public on a wide variety of wildlife subjects including nuisance wildlife- guidance may affect public view and acceptance of Division. This includes issuance of nuisance animal control permits when warranted.
- Determine work priorities, assign work, and oversee job duties in work area which affect wildlife technicians, wildlife assistants, non-career wildlife assistants and state worker 4s- decisions may affect the Southeast Region, other agencies, and the private sector.

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

- Decisions involving major expenditures for contractual services, supplies and equipment purchase/repairs as dictated by policy.
- Decisions involving politically sensitive topics
- Nuisance wildlife issues when not addressed in a department/division policy
- Assignments to workgroups, or other major project that would require a major time commitment in addition to regular assigned duties.

**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.**

Hours are often irregular depending on the time of year and Division priorities. Office work and meetings require extended periods of sitting and prolonged computer use. Much of the time is spent outdoors involving walking across uneven terrain. Field work usually involves travel to remote locations across counties/operating a state vehicle and job activities include walking, standing, balancing, stooping, kneeling, etc. in all kinds of weather in many different situations. Work outdoors may involve biting insects, rain, cold, deep snow, heat, smoke, open flame, and poor light. Pending daily work tasks employee is required to work around chemicals and flammable materials. This position requires occasional late night or overnight travel to locations outside of the work area. This position also requires the ability to use a firearm and maintain firearm qualification.

**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.      |

**21. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes.

**22. What are the essential functions of this position?**

The essential duties of this position are to plan wildlife habitat management and operational plan 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. This position manages 22 state game and wildlife areas in Huron, Sanilac, and Tuscola counties in the Southeastern Lower Peninsula, and Deer Management Units within those counties.

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

The Wildlife Biologist 12 level is based upon meeting the approved senior standards on file. This position's duties express responsibilities for all aspects of wildlife habitat and wildlife species management plans outlined in WLD's Guiding Principles and Strategies (GPS) on public and private lands in Huron, Sanilac, and Tuscola Counties as well as overseeing the implementation of these plans. The position is responsible for complex habitat management activities on public lands throughout the assigned work area and utilizes MiFI and other available resources and data to develop detailed short- (annual operational plans), mid- (five-year operational plans), and long-term (ten-year master plans) habitat guidance for wildlife habitat improvements utilizing various treatment options depending upon habitat type and the featured species involved. The biologist plans and oversees the development of annual work plans and budgets for the assigned work area. The position conducts wildlife surveys, collects biological data, and makes recommendations on harvest quotas and changes to hunting and trapping regulations for these species. The position is responsible for public lands administration and facilities management for the assigned work area from reviewing land purchases and exchanges, trespass resolution, land use permit review, timber sale administration and Department of Environment, Great Lakes and Energy permit application and review. The position handles wildlife damage and nuisance complaints according to Departmental and Bureau policy, provides public contact and education and builds partnerships with wildlife-related recreation organizations to assist with habitat management projects and surveys for game and non-game species.

- The breadth of habitat, game area management and operational planning, and decision making is significantly more than the duties for a wildlife biologist at the P11-level, and the tasks and responsibilities in this position are ever-increasing.
- Duties and responsibilities have advanced to the complex senior standard level and have significantly increased since the position was last reviewed. This position is now responsible for a significantly greater number of tasks and work duties as determined by criterion set by Civil Service.
  - The position could serve as an active member on statewide workgroups such as DNR-WLD's Furbearer, waterfowl, deer, or other statewide workgroups that serve in setting regulations.
  - As a result of being responsible for habitat management and operational guidance on 11 large State Game Areas, and 11 small mini-game areas, the position is required to complete associated Senior-level work and fulfill criterion with the standards set forth by the Civil Service Commission for a Senior Wildlife Biologist.

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

The function of the work area is to provide on-the-ground planning and direction for carrying out the Division's land management and wildlife species programs on public and private lands located in Huron, Sanilac, and Tuscola Counties. This position plans, coordinates, implements specific tasks of Division programs with associated staff, stakeholder groups, and the public.

**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.

**EXPERIENCE:**

**Wildlife Biologist 12**

Three years of professional experience carrying out wildlife biologist assignments equivalent to a Wildlife Biologist, including one year equivalent to a Wildlife Biologist P11 or a Research Biologist P11 with wildlife emphasis.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of DNR and Wildlife Division policies, procedures, and regulations pertaining to the wildlife of Michigan.
- Knowledge of grassland, timber, and wetland ecosystem dynamics and management.
- Knowledge of game and non-game species habitat requirements and management.
- Skilled in maintaining organized and up-to-date records and their use in preparing required reports.
- Skilled in using Microsoft Office applications, Excel, Word, Power Point.
- Skilled in providing direction, demonstrating leadership, and providing direction to personnel within the work unit.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid driver's license required.
- Wildlife Firearm Safety Certification

**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