

**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>  <b>DNR-NATURAL RESOURCES</b>
<b>3. Employee Identification Number</b>   	<b>9. Bureau (Institution, Board, or Commission)</b>   
<b>4. Civil Service Position Code Description</b>  Wildlife Biologist-E	<b>10. Division</b>  Wildlife
<b>5. Working Title (What the agency calls the position)</b>  Wildlife Habitat Biologist	<b>11. Section</b>  Field Operations
<b>6. Name and Position Code Description of Direct Supervisor</b>  MCFADDEN, TERRENCE S; NATURAL RESOURCE MANAGER-2 (14)	<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**

This position performs a wide variety of professional wildlife management activities including planning, implementation, monitoring, and analyzing wildlife habitat projects on public and private lands and protects, develops, and maintains State Game and Wildlife Areas in the assigned area of Huron, Tuscola, and Sanilac Counties within the Michigan Thumb Unit (MTU).. Other activities include ecosystem management planning, mapping (GIS), deer, and furbearer check station activities, making management recommendations for hunting and trapping regulations, and responding to and providing guidance on nuisance wildlife management. The employee will work closely with other agencies, divisions, government organizations, stakeholder groups, and private citizens while implementing these programs and tasks, which will require occasional public contact via multiple media outlets including but not limited to in-person interviews, written communication, teleconferences etc.

**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**

Engage and communicate with the public regarding wildlife issues. Provide professional and technical information, education, and assistance to stakeholders, including local units of government, via multiple media outlets including but not limited to in-person interviews, written communication, teleconferences etc.

**Individual tasks related to the duty:**

- Provide technical assistance on urban nuisance wildlife problems and solutions involving geese, mute swans, deer, coyote, and other species to the public, municipalities, other governmental agencies, and private groups.
- Work closely with the Division's wildlife specialist positions and supervisor to assist with regarding nuisance wildlife issues.
- Prepare written correspondence to outside groups and public on wildlife issues.
- Communicate MDNR policy and procedures to the public.
- Provide interviews with reporters from newspapers, magazines, television, radio, etc.
- Provide technical assistance and referral over the phone or on-site visits, on a wide variety of natural resource issues including wildlife issues.
- Participate in relevant major public events, outdoors shows, and prepare and present information and workshops.
- Provide technical assistance to farmers, and homeowners who are experiencing crop damage, and/or horticultural damage to crops, shrubs, flowers etc. from deer, geese etc.
- Extensive public contact over the phone may involve dealing with controversial issues, and difficult people.

**Duty 2**

**General Summary:**

**Percentage: 25**

Responsible for wildlife habitat management activities on both private and public lands within Huron, Tuscola, and Sanilac Counties.

**Individual tasks related to the duty:**

- Write management (master) plans for state game areas and private lands management plans within the assigned counties.
- Assist in the development of regional landscape level plans.
- Issue use permits for state land, conduct land review for assigned counties, and resolve land matters consistently to protect lands for wildlife.
- Work with other partner divisions (i.e., Fisheries, Forest Resources and Parks and Recreation Division) to co-manage public land for wildlife benefits.
- Develop annual work plans and determine cost estimates for routine maintenance of facilities, general office needs, as well as scheduled projects for that year.
- Develop 1-year and 5-year operational plans for State Game/Wildlife Areas in assigned counties.
- Develop WIPS (work item proposals) for projects on public lands.
- Write applications for minor and major construction projects on state land including design, cost, and people-hours projections.
- Assist with development and maintenance GIS habitat inventory on state game areas.
- Implement management techniques for control of invasive species.
- Provide technical assistance to private landowners that wish to improve their lands for wildlife value or deter nuisance wildlife. May write management plans for private landowners.
- Review proposals for timber sales, mineral leases, land exchanges, land sales and acquisitions, EGLE permit applications, as well as reviews to determine potential impacts to the resources caused by new recreational trails, pipelines, powerlines, radio towers, seawalls, roads, etc.
- Participate in Division and Department workgroups to facilitate intra-departmental/inter-departmental programs and landscape planning.
- Develop forest treatment proposals for burning on state land and assist in prescribed burns on state land.

**Duty 3**

**General Summary:**

**Percentage: 20**

Responsible for healthy wildlife population through surveys and monitoring on both public and private land within Huron, Tuscola, and Sanilac Counties.

**Individual tasks related to the duty:**

- Monitor and assess wildlife populations as directed (wildlife surveys and data entry).
- Develop species management recommendations – prepare and submit hunting and trapping season harvest recommendations to unit supervisor or appropriate workgroup(s) or species specialist(s).
- Participate in workgroups as assigned to assist with regulation setting, and general wildlife procedures..
- Audit and implement regulation of captive wildlife facilities to protect free ranging wildlife from disease.
- Review annually and revise species management plans as needed based on monitoring and assessment results.

**Duty 4**

**General Summary:**

**Percentage:** 20

Assist with maintenance and/or coordinate the annual inventories of wildlife dams, equipment, and facilities, which includes working collaboratively with wildlife employees at the Cass City Field Office and direct supervisor.

**Individual tasks related to the duty:**

- Coordinate with wildlife technician at Cass City Field Office to ensure inventory databases and maintenance are occurring annually on wildlife dams.
- Work with Cass City team to meet deadlines on annual inventory of facilities and equipment.
- Ensure that regular maintenance of state vehicles is occurring and that vehicles are kept in reasonable working condition.

**Duty 5**

**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 training 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 supervisor 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 supervisor 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.**

Some of the work will be in an office environment and involve prolonged computer use and sitting for long periods of time at a workstation or in meetings. However, a good portion of the work will also be conducted in the field setting which involves exposure to

extreme weather conditions in rough terrain. This position requires travel throughout the assigned work area/unit as part of the regular duties and occasional late 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.**

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

<input type="checkbox"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> 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?**

The essential duties of this position are to engage and communicate with the public regarding wildlife issues and 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.**

This position is being downgraded from an A level to an E level for training purposes. Relative to the A level, this position does not cover statewide or across region programs, is not in a leadership role with statewide workgroups, is not responsible for developing policies, and is not responsible for providing administrative support to the management supervisor with the SEMU. This position possesses the responsibility of managing habitat for sustainable wildlife populations in a changing environment; mitigating the negative impacts of human land use on wildlife habitats; managing for sustainable populations of wildlife species in assigned areas in Michigan Thumb Unit and improving communication and engagement with the public regarding wildlife issues, particularly urban nuisance wildlife issues.

**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 Southeastern Lower Michigan. 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. 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 9**

No specific type or amount is 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 the principles and practices of wildlife ecology and general understanding of forest, grassland, and wetland ecology
- Knowledge of natural resources and land use laws, including the process of setting wildlife regulations.
- Knowledge of the principles and practices of wildlife management.
- Ability to map land areas and inventory environmental conditions to determine their suitability for wildlife projects.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Maintain a 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.*

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Supervisor

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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.*

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Appointing Authority

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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.*

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Employee

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Date