

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

Position Code 1. WILDSPL2A15R

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) Wildlife Division
4. Civil Service Position Code Description Wildlife Biologist Specialist 2 (13)	10. Division
5. Working Title (What the agency calls the position) Deer, Elk, and Moose Management Specialist	11. Section Sustainable Populations
6. Name and Position Code Description of Direct Supervisor Stewart, Chad M; Natural Resources Manager 14	12. Unit Species Management
7. Name and Position Code Description of Second Level Supervisor Avers, Barbara; State Administrative Manager 15	13. Work Location (City and Address)/Hours of Work Lansing Customer Service Center, 4166 Legacy Pkwy, Lansing MI 48911 /40 hours per week

14. General Summary of Function/Purpose of Position

Serves as the statewide management specialist for cervid species, including free-ranging white-tailed deer, elk, and moose. Coordinates a complex program to develop regulation recommendations, policies, and strategies for the successful management of these highly valued species within a controversial and highly scrutinized public arena. Responsible for gathering and synthesizing regional recommendations for harvest regulations and for developing final harvest regulation recommendations that are consistent with present and future direction of deer, elk, and moose management. Serves as the technical advisor for stakeholder engagement regarding the deer, elk, and moose program, associated regulations, and management plans. Serves as the technical advisor for deer, elk and moose management fostering strong working relationships while working with tribal governments, governmental agencies, non-governmental agencies, the Legislature, and Natural Resources Commission. Responsible for developing and revising deer, elk, and moose management plans by coordinating internal and external engagement and ensuring these plans are completed and approved. Provides guidance on the implementation of habitat management for deer, elk, and moose statewide. Responsible for developing programs, policies, and procedures on human-wildlife conflicts related to deer, elk, and moose while assisting in their implementation. Represents management interests in discussions regarding cervid health. Works closely with staff, including representatives from Policy and Regulations, Planning and Adaptation, Sustainable Populations, Wildlife Health, Research, and Program Support, in addition to Field Regions to identify and respond to cervid management challenges, including, but not limited to, population density issues, management regions and approach, disease detection and spread, data management, 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: 50

Serve as the Department's technical wildlife advisor regarding deer, elk, and moose management. Provide content for information and education programs and materials. Serve as Department's lead for exchange of information with stakeholders, governmental and non-governmental agencies, and within state government. Guide engagement processes for deer/elk/moose, including oversight of Advisory Teams and participation in tribal discussions. Foster positive working relationships with external stakeholders to facilitate achievement of program goals.

Individual tasks related to the duty:

- Serve as the technical wildlife advisor for deer management to members of the public, organizations, the press, legislators, other agencies, and the Natural Resource Commission.
- Serve as liaison to the Deer Advisory Teams and solicit input from all Deer Advisory Teams into management recommendations and decisions.
- Facilitate the exchange of opinions and information among regional field staff and other Division personnel. Incorporate field level input into a statewide management framework for deer, elk, and moose.
- Serve as the technical wildlife advisor for engagement processes that inform and educate while soliciting needs from Division/Department field staff, public, stakeholders, policy makers, partners, agencies, and Natural Resource Commission on Division and Department management strategies and regulation recommendations for deer, elk, and moose.
- Appropriately and effectively guide engagement processes with public, stakeholders, policy makers, partners, agencies, and Natural Resource Commission on Division and Department management strategies and regulation recommendations for deer.
- Work closely with the deer biologist to develop education and outreach content that clearly articulates Division management strategies along with regulation recommendations even when they are controversial in manners that garners support while reducing opposition.
- Effectively develop and maintain partnerships that further Division and Department management objectives for deer.
- Develop and maintain Memoranda of Understanding and Contract Services Agreements with other agencies and organizations to help build partnerships and accomplish programmatic goals.
- Provide content and assist in efforts to use deer hunting for overall hunting recruitment and retention efforts.
- Serve as Michigan's expert and representative in regional and national discussions on deer, elk, and moose management, including the Midwest Deer and Turkey Study Group, Eastern Elk Workshop, and North American Moose Conference and Workshop.

Duty 2

General Summary:

Percentage: 25

Serve as Department's technical planning lead for all aspects of deer, elk, and moose management Michigan. Responsibilities include the development and implementation of statewide management plans along with coordinating monitoring programs. Working with Regional Supervisors, Field Operations Managers, and Research staff, identify pertinent staff to participate in various planning activities and research projects, including population surveys, as needed. Incorporate research and monitoring results into management and regulation recommendations. Coordinate with appropriate research specialists on information needs that are or are likely to benefit or impede management of deer, elk, and moose so that appropriate studies can be designed. Attend professional development conferences to be informed on the latest developments in deer, elk, and moose management to provide regional management staff appropriate information and training.

Individual tasks related to the duty:

- Serve as the technical wildlife advisor that successfully engages necessary Division, Department, and other agency staff while engaging relevant stakeholders to develop and revise deer, elk, and moose management plans. Responsible for ensuring plans and revisions are completed and approved.
- Develop management strategies and regulations for deer, elk, and moose to provide social and economic benefits to the citizens of the State while maintaining the long-term sustainability of these resources.
- Effectively engage and provide leadership to regions, sections, units, and other Divisions on implementation of management plans.
- Recommend research proposals that can benefit management to research staff
- Work with relevant research specialists to provide syntheses of current research findings and implications/management recommendations to regional field staff on deer, elk, and moose management.
- Remain active in professional organizations, attend conferences, workshops, and seminars to learn and share information related to deer ecology and management.
- Serve as expert witness at public hearings, court proceedings, and litigation on deer issues.

Duty 3

General Summary:

Percentage: 20

Serve as the Department's technical wildlife advisor to assist with program evaluation, data analysis, and dissemination of information in order to manage for sustainable populations of deer, elk, and moose.

Individual tasks related to the duty:

- Work cooperatively with relevant research specialists to engage Division staff on research needs to address information gaps that are impeding or are likely to impede deer, elk, and moose management. Along with the relevant research specialists, work as a team on prioritizing resources to address these gaps.
- Review monitoring and research results and analyze harvest data to evaluate management programs.
- Assist field staff, Deer Biologist, and other personnel with interpreting data and research findings regarding trends in regional deer population and management indices.
- Work closely with Division wildlife managers to integrate data analysis, research findings, and emerging techniques into management programs.
- Assemble background information regarding deer management for proposed Wildlife Conservation Order amendments and Natural Resource Commission memos and presentations, and direct work of Deer Biologist in providing this function regarding deer management across the state.
- Assist with production of outreach materials and educational campaigns to inform the public on deer, elk, and moose management in Michigan.
- Work closely with the survey specialist and data management specialist to design questions for hunter harvest surveys and online harvest questions.
- Assist Design, Outreach, and Communication personnel, social media leads, and Deer Biologist in assessment of effectiveness of deer communication strategy and Regional Deer Advisory Teams.
- Participate in wildlife sampling at check stations and at the Wildlife Health Lab.
- Assist in development and coordination of training programs for Wildlife and Law Division personnel on deer management.

Duty 4

General Summary:

Percentage: 5

Provide technical assistance in area of expertise and other duties as assigned.

Individual tasks related to the duty:

- Participate in various field surveys conducted by the Division.
- Provide assistance to other Division staff as priorities and needs require.
- Participate in general Department outreach activities and other priority programs.
- Represent the Division at general public meetings.
- Participate in training programs to enhance employee skills.
- Attend training related to the restoration, protection and management of our natural resources via ecosystem management as required.

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

Routine independent decisions are regularly made in the day-to-day administration of deer, elk, and moose programs. These include prioritizing tasks, daily work schedules, and attendance at meeting of stakeholders. These decisions affect relationships with stakeholders and the ability to respond to customer and program needs.

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

Authorization is required for major purchases (e.g. equipment), out of state travel, situations that may be politically or administratively sensitive, and when hiring short-term workers. The supervisor reviews regulations recommendations when they differ from field recommendations, program guidance that may substantially impact work planning and budgets of other sections, and final recommendations regarding establishing or revising species management plans.

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.

Physical Activities: Conducting field work often involves standing, sitting, walking, carrying equipment, and driving. Conditions/Hazards: Outdoor work often involves exposure to heat, cold, precipitation, and wind. It can involve long hours and evening or weekend work, depending upon the specific task. This position requires travel throughout the state as part of the regular duties. There is potential for occasional after hours work activities.

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?

Responsible for planning, coordinating, and implementing statewide plans, policies, procedures, and practices to effectively manage cervid species (white-tailed deer, elk, and moose) and their habitat while contributing to overall professionalism and leadership in the Species Management Unit. This position also has the primary responsibility for compiling and presenting rationale for new deer, elk, and moose regulations and evaluating effectiveness of regulations and other management programs. Represents the Department as an expert in area of cervid management. Analyze data, interpret scientific findings, make recommendations, and write popular and technical reports/articles. Provide advice to wildlife biologists on current management issues. Serve on technical committees and working groups as the Division or Department representative.

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

Updated work duties and language to align with current work, this PD has not been updated since 2014. Changed duty 1 from 40 to 50 percent. Changed duty 2 from 35 to 25 percent. Updated Education and Experience.

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

The Species Management Unit is responsible for the oversight of wild cervid management, captive cervid oversight, and human-wildlife interactions, all extremely high-profile programs within the Division of Wildlife. This position is the statewide specialist for deer, elk, and moose management. Coordination of this program while contributing to overall professionalism and leadership in the Division and Department in this area of expertise involves execution of highly complex assignments in a high-profile setting. Deer, elk, and moose are extremely important to Michigan's residents and visitors for their recreational, economic, and aesthetic values, and are key components of our natural systems as herbivores and prey species.

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 Biology Specialist 13

Four years of professional experience as a Wildlife Biologist, including two years equivalent to a Wildlife Biologist P11 or Research Biologist P11 in wildlife research, or one year equivalent to a Wildlife Biologist 12 or Research Biologist 12 in wildlife research.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to plan and coordinate highly complex management program activities.
- Knowledge of information sources, professional contacts, and current developments in wildlife research and management.
- Demonstrated ability to implement necessary management programs even when they are contentious or controversial.
- Demonstrated ability to successfully engage wide range of stakeholders, solicit meaningful input, and maintain relationships of respect and support even when our programs cannot incorporate all the desires of stakeholder groups.
- Open mind and an objective attitude.
- A thorough understanding of principles of wildlife ecology, animal population dynamics (particularly deer species), and human dimensions of wildlife management.
- Ability to communicate in verbal and written formats with peers, decision makers. and the public.
- An extensive understanding of quantitative data analysis methods and computer usage.
- Ability to attain necessary clearances to work in wildlife health facility and BL-3 lab to help collect biological samples for disease testing.

**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.

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.

CHAD STEWART

Employee

Date