

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

<b>Position Code</b> 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> ENVIRON, GREAT LAKES & ENERGY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Aquatic Biologist-E	<b>10. Division</b> Water Resources Division
<b>5. Working Title (What the agency calls the position)</b> Aquatic Biologist	<b>11. Section</b> Great Lakes Watersheds Assessment, Restoration, and Management Section
<b>6. Name and Position Code Description of Direct Supervisor</b> ROUSH, KIMBERLY D; ENVIRONMENTAL MANAGER-3	<b>12. Unit</b> Lakes Erie, Huron, Superior Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> KOHLHEPP, GARY W; ENVIRONMENTAL MANAGER-4	<b>13. Work Location (City and Address)/Hours of Work</b> 525 W. Allegan Street, Lansing, MI 48933 / 8:00 a.m.-5:00 p.m., Monday-Friday
<b>14. General Summary of Function/Purpose of Position</b> Plan and conduct routine watershed studies to evaluate surface water quality. Participate on projects and/or workgroups that fulfill Water Resources Division-Great Lakes Watershed Assessment, Restoration, and Management Section (WRD-GLWARMS) Monitoring Strategy activities and/or fill gaps. Assist in developing technical support documentation that may involve enforcement cases, hearings, court proceedings, other WRD and other Department of Michigan Environment, Great Lakes, and Energy (EGLE) programs, external agencies and organizations, the media, and legislative inquiries. Assist with training needs as requested; may give presentations on routine procedures or projects at meetings and conferences.	

**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: 60**

Plan and conduct routine watershed studies to evaluate surface water quality.

**Individual tasks related to the duty:**

- Participate in the Targeted Monitoring Request process by submitting monitoring requests within assigned watersheds for potential inclusion in annual workplans, includes working with District staff to assess monitoring needs; few Targeted Monitoring Requests are generally needed for these types of watersheds, which are typically small and have few active stakeholders and few known sources of water pollution.
- Develop study plans for supervisor approval that investigate biological and chemical conditions in assigned watersheds. Designs are typically limited to established procedures that guide the project design and lead to successful implementation at routine probabilistic and fixed sites; targeted site designs, if complicated, will be reviewed by senior biologist prior to supervisor approval.
- Conduct water resources monitoring using established qualitative and quantitative tools that assess benthic macroinvertebrate and/or fish communities, aquatic habitat, and sometimes water and/or sediment chemistry; unassisted work is limited to designing routine sampling plans or carrying out more complicated field efforts designed by senior Aquatic Biologists.
- Perform routine data analysis and report writing for supervisor approval.
- Communicate findings to internal staff, other state agencies, federal agencies, and the public, as appropriate.
- In support of the Integrated Report development process, as assigned, develop new records and update existing records for inclusion in the United States Environmental Protection Agency database for water bodies monitored by staff, contractors, and grantees.

**Duty 2**

**General Summary:** **Percentage: 20**

Participate on water quality projects and/or workgroups that fulfill GLWARMS Monitoring Strategy activities and/or fill gaps.

**Individual tasks related to the duty:**

- Oversee long-term water quality activity with established methods and existing, standardized techniques and procedures and/or participate as member of a workgroup for a long-term, complex water quality activity and/or complex special project; may require presentations to stakeholders.
- Assist project/team leader with financial tracking, if needed.
- Provide knowledge on subject matter and best professional judgement during meetings and complete assigned tasks, which may include conducting research, drafting work plans and/or Quality Assurance Project Plans, completing field work, and writing report deliverables.

**Duty 3**

**General Summary:** **Percentage: 10**

Assist in developing technical support documentation that may involve enforcement cases, hearings, court proceedings, other WRD and other EGLE programs, external agencies and organizations, the media, and legislative inquiries.

**Individual tasks related to the duty:**

- Primarily work on program and compliance issues that are less complex or controversial with supervisory oversight as needed, often achieving compliance through voluntary agreements rather than litigation; may testify or act as expert witness on their specific role or actions in a case. Responds to basic information requests from the media and legislative offices.

**Duty 4**

**General Summary:** **Percentage: 10**

Assist with training needs as requested; may give presentations on routine procedures or projects at meetings and conferences.

**Individual tasks related to the duty:**

- Give technical presentations on routine projects or procedures to stakeholder groups, technical workshops, or at meetings of professional societies; assist with GLWARMS education and outreach activities such as water quality monitoring, quality assurance activities, and waterbody assessment, as requested; this level typically receives specialized internal training from senior staff.

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

This is an entry level position with all work reviewed by the supervisor until the biologist demonstrates proficiency. However, the entry level biologist is expected to submit high quality, approvable work products to the supervisor, including water quality monitoring plans, and the type and location of biological and chemical sampling points. These work products can affect water quality and determinations of whether the water body meets water quality standards and the effectiveness of water quality protection programs.

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

The supervisor reviews all work products of an entry level biologist until the biologist demonstrates proficiency.

**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.**

Occasional lifting of heavy (up to 100 pounds) equipment and wading is required periodically during the field season. Working in waders or on a boat under hot sun and rainy weather for 10-12 hours per day. Minimal exposure (less than 1 hour per day) to sample preservation chemicals. Sitting for long periods of time at a desk and using a computer.

**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?**

Designing and conducting biological and chemical studies on lake and stream ecosystems to meet water quality programs and goals. Administer monitoring grants and contracts to assess Michigan's surface waters.

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

New position

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

The function of the Lakes Erie, Huron, and Superior Unit is, in conjunction with the Lake Michigan Unit and the Water Toxics Unit, to monitor the quality of the state's surface waters and provide necessary water quality-based technical expertise to various Department of Environment, Great Lakes, and Energy water resources protection and restoration programs. The unit is also responsible for oversight and maintenance of the TMR process, and for implementing the goals and objectives described in the GLWARMS document, "Strategic Environmental Quality Monitoring Program for Michigan's Surface Waters," referred to as the "Monitoring Strategy" throughout this position description.

**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 the natural or physical sciences with at least 24 semester (36 term) credits in one or a combination of the following: aquatic biology, aquatic entomology, environmental science, environmental toxicology, fisheries biology, hydrology, limnology, statistics, water science or wetland ecology.

**EXPERIENCE:**

**Aquatic Biologist 9**

No specific type or amount is required.

**Aquatic Biologist 10**

One year of professional experience in assessing the effects of pollution on aquatic life equivalent to an Aquatic Biologist 9.

**Aquatic Biologist P11**

Two years of professional experience in assessing the effects of pollution on aquatic life equivalent to an Aquatic Biologist, including one year equivalent to an Aquatic Biologist 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

This position requires a thorough knowledge of aquatic biology principles, including organism identification their importance, distribution, habitat requirements, and stressors; monitoring study design; analysis and interpretation of data; and field monitoring techniques. This position requires strong communication skills, including the ability to write high quality correspondence and technical reports and give high quality oral presentations; and the ability to maintain positive working relationships with coworkers and the public.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license is 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.

None

*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