

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Natural Resources
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Resource Management
4. Civil Service Classification of Position Wildlife Biologist – E (9-11)	10. Division Wildlife
5. Working Title of Position (What the agency titles the position) Wildlife Biologist	11. Section Field Operations – Northern Michigan Region
6. Name and Classification of Direct Supervisor Michael Parker Natural Resources Manager-3 (14)	12. Unit North West Unit
7. Name and Classification of Next Higher Level Supervisor Dave Lemmien Natural Resources Manager-1 (15)	13. Work Location (City and Address)/Hours of Work Grayling Field Office, 1955 Hartwick Pines Rd., Grayling, MI 49738 8–5pm M-F, 80 hrs./Pay Period, Occasional Weekends/Evenings

14. General Summary of Function/Purpose of Position

This position is responsible for wildlife habitat management, wildlife population surveys, and wildlife population on public and private lands in the Grayling Unit (Crawford, Oscoda, and Alcona Counties). The biologist serves as lead worker responsible for all aspects of state land administration and facility management on Wildlife Division administered lands, including state game areas and wildlife management areas. Biologist also serves as a co-manager representing wildlife interests throughout the compartment review process on approximately 280,000 acres of state forest land within the work unit. This position plans, conducts, and coordinates with the wildlife technician on activities including, but not limited to, wildlife population surveys, nuisance wildlife complaints and response, wildlife disease surveillance, species management regulation recommendations, and annual budget and work plan development and administration. The biologist is responsible for outreach and developing and maintaining relationships within a broad spectrum of wildlife-compatible recreation groups, as well as fostering a trusting environment within the unit, Division, and across the Department. Planning efforts and setting strategic direction and work priorities will utilize the document "Guiding Principles and Strategies (GPS)."

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 40

Carry out activities that assist in the protection, management, and enhancement of lands for sustainable wildlife populations and wildlife-compatible recreation.

Individual tasks related to the duty.

- Assist with prescribed habitat treatments on state owned land in collaboration with partner Divisions to help move vegetative communities and wildlife habitat into the desired direction. Consider short and long term vegetative and species trends and integrate positive climate change outcomes when developing habitat management strategies.
- Plan and assist implementation of habitat projects to reach goals associated with State Wildlife Management Area plans, Wildlife Action Plan, various species plans, and other plans within the work unit.
- On private lands provide technical assistance and resources to support Wildlife Division's habitat and species management needs.
- In coordination with Field Operations Manager for strategic planning and implementation of wildlife habitat management activities on Wildlife Division lands administered in assigned counties. This includes writing and overseeing implementation of State Game and Wildlife Area master plans,
- Track annual work plans and budgets.
- Prioritize work based on the principles of ecosystem management, featured species, GPS plans, regional priorities, and other division/department directives.
- Collaborate with the area wildlife technician regarding implementation of habitat management projects.
- Utilize GIS and current best management practices when prioritizing and executing habitat management techniques such as timber sales, prescribed burning, mowing, water level manipulation, invasives species removal, food plot planting, etc.
- In coordination with Field Operations Manager, oversee facility management at state game and wildlife areas within area of responsibility (includes maintenance or development of all buildings, roads, gates, signs, bridges, dams, dikes, pumps, water control structures, special use areas, trails, and other infrastructure).
- Ensure project areas are promoted via signs, maps, website information, and publications.
- Plan and assist in the implementation of habitat projects using equipment, including chainsaws, tractors, hand tools, and forklifts.

Duty 2

General Summary of Duty 2

% of Time 35

Implement programs to manage for healthy and sustainable wildlife populations in the work area.

Individual tasks related to the duty.

- Responsible for monitoring and evaluating wildlife populations in work area by conducting and reviewing wildlife surveys and data, utilizing local knowledge, partner organizations, and other available sources.
- Oversee implementation of various required wildlife surveys, wildlife disease sampling, wildlife check stations, furbearer registrations, and others as assigned.
- Collect, summarize and analyze survey and harvest data to make recommendations for harvest regulations, population management, and to inform habitat management projects. This may include game species, non-game species, threatened/endangered species, and species of greatest conservation need.
- Review, revise, and implement species management plans as needed based on monitoring and survey results.
- Responsible for investigating and reporting depredation of livestock by wildlife.
- Monitor and preserve the health of Michigan's wildlife by responding to, collecting, and submitting biological samples to the Wildlife Disease Lab. May include euthanizing sick, diseased or injured animals with a firearm.

- In coordination with Field Operations Manager, implement urban, overabundant, and invasive wildlife policies. This includes working with municipalities and partner organizations on developing plans to handle nuisance urban wildlife such as deer, bear, etc., and providing technical assistance to the public when confronted with wildlife issues. Issue nuisance wildlife and damage control permits when and where appropriate.
- Implement policies, species plans, and regulations to manage wildlife and human-wildlife interactions.
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Duty 3

General Summary of Duty 3

% of Time 10

Wildlife biologist is responsible for public lands and facilities management and administration.

Individual tasks related to the duty.

- Propose or review proposals of lands for purchase or exchange 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 the Grayling Unit.
- Responsible for habitat and facilities management within the Grayling Unit which includes the Hubbard Lake State Game Area and Connor's Marsh Flooding State Wildlife Management Area.
- Make wildlife-related recommendations on state forest parcels nominated for mineral lease or oil/gas exploration within the Grayling Unit.
- Review land use applications for events, easements, land purchase, disposal, trades, and other uses and provide input to consistently protect lands for wildlife values.
- Prepare state land use permits for various purposes. Ensure permits are complete and that state lands are adequately protected and will continue to serve the purpose for which they were intended.
- 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 Forest Resources Division staff to resolve problems through land survey requests and the trespass resolution process.
- Recommend area-specific changes in laws, Director's orders or administrative process as necessary.

Duty 4

General Summary of Duty 1

% of Time 10

Connect people to wildlife, wildlife-compatible recreation opportunities, and public land.

Individual tasks related to the duty.

- 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.
- Provide advice to outside agencies regarding wildlife habitat management projects or on projects that may have impacts to wildlife habitat.
- Explore opportunities to develop partnerships to increase capacity to complete habitat management within the Grayling Unit.
- Prepare presentations on wildlife topics for local legislators, communities, sportsman's groups, and other organizations on timely topics to effectively communicate Wildlife Division goals, programs, and values.
- Respond to public requests for information including walk-ins, phone calls, and field contacts.
- Provide general information about wildlife species and their habitats to hunters, stakeholders, and the general public that is understandable and promotes a positive image of the DNR and of the practice of wildlife management.
- Cooperate with various media outlets on matters concerning wildlife to inform the public on current and emerging wildlife issues.
- Increase public understanding of human-wildlife interactions, including overabundant or nuisance species, while promoting positive outcomes.
- Diversify opportunities for people to engage in wildlife-compatible recreation, including hunting and trapping on public and private lands.

Duty 5**General Summary of Duty 5****% of Time 5**

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

Individual tasks related to the duty.

- Serve as the leader of local field office and area of responsibility, and the local wildlife expert for assigned counties. Demonstrate positive leadership and support a psychologically safe work environment.
- With supervisor, prepare a continuing education plan including readings, attendance at conferences, training, and other relevant activities.
- Communicate activities, metrics, and accomplishments to the Division using a variety of formats and databases for reporting.
- Attend and participate in region and unit meetings, division in-service training sessions, program coordination meetings, Department-all staff meetings, and work collaboratively with other staff members.
- With supervisor approval, attend appropriate courses, conferences, and other relevant trainings to continue professional development.
- Participate in Division work groups and teams and provide input.
- Provide input and support to coworkers within the region, division, and department.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Determine daily work priorities and time schedules. Accurate prioritization of the workload and timely completion of duties impact Wildlife Division and other divisions to accomplish their objectives. Managing work area budget and making purchases are independent decisions. These decisions impact the effectiveness of local staff in carrying out their duties and the status of the Wildlife Division budget.

Formally approve or disapprove various land management actions for Wildlife Division (land use permits, mineral leases, land exchange, utility development, forest treatment, and others). Decisions impact wildlife populations size, habitat quality, economic development, quality of wildlife-compatible recreation, and relations between DNR and the public.

Review, approve, or disapprove permits associated with damage, nuisance, and human safety. Individuals interfacing with wildlife are most affected.

Respond to media requests for wildlife and public outreach and education opportunities. Content and delivery of the information can affect the public's view of Wildlife Division and department programs.

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

Finalization of work plans and work area budgets, including large expenditures.

Decisions that are administratively or politically sensitive, decisions involving long-term commitments of division resources (either monetary or personnel), and decisions that have the potential to change the Division's mission, goals, or priorities.

Any decision that requires exceptions to Division or Department policies or guidelines, capital expenditures or issues that involve multiple work units or regions, and anything that requires guidance at the regional or statewide level, including acceptance of special assignments (work groups, hiring teams, etc.).

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

The position requires extensive outdoor-related activity. Employee is frequently exposed to a field setting which includes exposure to extreme weather conditions and requires the ability to traverse rough terrain, snowshoeing, snowmobiling, etc. Much of the work will be in an office environment and involve prolonged computer use and being stationary for long periods at workstation or in meetings. Requires occasional travel throughout the assigned work area as part of the regular duties. Occasional late-night work or meeting attendance can be expected as well as occasional overnight travel to other locations throughout the state. Requires handling of sick, diseased, or injured wildlife.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

23. What are the essential duties of this position?

The essential duties of this position are to plan wildlife management activities on state forest land using generally accepted wildlife 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.

Position description is being updated due the job being vacant and adding the preferred requirement to obtain firearm certification. Removed all Kirtland Warbler Survey coordination work. Removed Partnership work with other NGO's and National guard coordination due to the position evolvement. Removed budget tasks. Position focuses on wildlife habitat management within the North West Unit.

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

The position manages wildlife and wildlife habitat primarily on state lands in the Grayling Unit of Northern Lower Michigan. This position is assigned to both public and private lands in an assigned area.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

Firearm certification training provided by division is preferred.

Possession of a bachelor's degree in the wildlife biological sciences with not less than 24 semester or 36 term credits in the areas of entomology, mammalogy, ornithology, wildlife management, or zoology.

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 in state service.

Wildlife Biologist P11 - Two years of professional experience carrying out wildlife biology assignments equivalent to a Wildlife Biologist in state service, 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.

Firearm certification training provided by division is preferred.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. *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's Signature

Date**TO BE FILLED OUT BY APPOINTING AUTHORITY**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. *I certify that the entries on these pages are accurate and complete.*

Appointing Authority's Signature

Date