

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) Resource Management |
| 4. Civil Service Position Code Description Natural Resource Manager-3 | 10. Division Wildlife |
| 5. Working Title (What the agency calls the position) Species Management Unit Manager | 11. Section Sustainable Populations Section |
| 6. Name and Position Code Description of Direct Supervisor VACANT; STATE ADMINISTRATIVE MANAGER | 12. Unit Species Management Unit |
| 7. Name and Position Code Description of Second Level Supervisor THOMPSON, SARA M; STATE BUREAU ADMINISTRATOR | 13. Work Location (City and Address)/Hours of Work Constitution Hall / M-f; 8-5 |
| 14. General Summary of Function/Purpose of Position Under the direction of the Sustainable Populations Section manager, this position is responsible for leading multiple professionals in the development and delivery of wildlife species management activities throughout the state that includes human-wildlife interactions program and ungulate programs (deer, elk, moose). The position is responsible for oversight of statewide wildlife population estimates, and habitat and recreational management of wildlife species that include human-wildlife interactions and ungulates programs. Incumbent will work with numerous partners across the state and interests to implement species management strategies. This position will work closely with the Policy and Regulations Unit Manager to ensure hunting and trapping regulations are completed appropriately. | |

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: 45

Program Oversight: Assist with the development of policies and budgets for statewide programs. Support, guide, and coordinate field staff delivery of human-wildlife interactions and ungulates programs, services, and assistance to the public.

Individual tasks related to the duty:

- Direct, supervisor and assist staff specialists and biologists for recommendations related to habitat for ungulate species in Michigan.
- Direct staff specialists in the development, delivery, and revision of accomplishment directives to inform the implementation of statewide human-wildlife interactions and ungulates programs.
- Determine staffing levels needed to efficiently deliver programs and services.
- Prepare and justify budgets and equipment needed to support these programs.
- Assist with prioritization of WIP requests to support statewide human-wildlife interactions and ungulates programs.
- Assist with the development of statewide habitat priority and survey implementation guidelines for the annual workplan and budget for statewide human-wildlife interactions and ungulates programs.
- Analyzes and correlates state ungulate wildlife species information and impact and makes recommendations concerning its regulation.
- Provide useful and timely information and reports to field staff related to human-wildlife interactions and ungulates programs.
- Provide long term direction to be used by field staff to carry out wildlife management programs related to human-wildlife interactions and ungulates programs.
- Ensure program specialists engage with stakeholders for their respective programs to solicit feedback for management and regulations.
- Attend public meetings as needed to represent Division and Department.

Duty 2

General Summary:

Percentage: 15

Personnel Management: Responsible for all aspects of personnel administration and management including work scheduling, performance reviews, and approving time and attendance. Assist with hiring and unit budgeting.

Individual tasks related to the duty:

- Manage personnel and assigned resources to ensure conformance with all Department policies and the achievement of Department and Division priorities.
- Evaluate and verify employee work performance through the review of completed work assignments and work techniques for all employees on an annual basis using HRMN Self-Service.
- Coordinate work activities by scheduling assignments, setting priorities, and directing the work of direct-report employees.
- Ensure bargaining unit agreements and conditions of employment are followed by all employees.
- Investigate allegations of work rule violations and provide discipline as necessary.
- Mentor employees and provide leadership on work activities.
- Review and approve (or correct as necessary) bi-weekly employee time and attendance reports and leave requests.
- Identify staff development and training needs ensuring that employees obtain required training.
- Participate on hiring committee of positions in the section, ensuring equal employment opportunity in hiring and promotions.
- Maintain records, prepare reports, and conduct correspondence relative to the work.

Duty 3

General Summary:

Percentage: 30

Policy and Regulations: Under the direction of the section manager leads the process for the development of policies and regulations for the conservation and management of the ungulate programs and issues related to human-wildlife interactions.

Individual tasks related to the duty:

- Under the direction of the section manager, coordinate the development of ungulate programs and human-wildlife interactions program and related regulations with program leaders and appropriate staff in the Division and Department.
- Lead staff in the preparation of pertinent Division materials needed for the Natural Resources Commission meetings related to ungulate and human-wildlife interactions programs.
- Confer with officials of federal, state, and local agencies, legislators, governor's aides, professional organizations, and interest groups on matters relating to ungulate programs and human-wildlife interactions program.
- Ensure alignment of actions with ungulate and human-wildlife interactions management plans, policies, and procedures.
- Participate in Natural Resources Commission meetings under the direction of the Section Manager.
- Assist with coordination and analyze the impact of federal, state, and local legislation, prepare position statements, and present testimony at hearings.
- Complete Wildlife surveys and survey data analysis.

Duty 4

General Summary:

Percentage: 10

Related work as assigned

Individual tasks related to the duty:

- Serve on work groups and committees that focus on statewide wildlife issues.
- Manage special projects as directed by the Assistant Chief and/or Division Chief.
- Participate in strategic planning activities.
- Attend professional development as required.

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

- Decisions about accomplishing the objectives and work plans regarding the unit within the allotted resources.
- Assign personnel to prepare information and documents that will result in regulations for the taking of wildlife.
- Determine employee performance factors and ratings.

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

The section manager provides overall guidance for the section related to work task priorities and implementation of statewide budget and workplan guidance.

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.

Sitting, standing, working on computers and keyboards and on the telephone, mostly indoors but occasionally outside in field situations. This position requires travel throughout the State as part of the regular duties and may include overnight stays.

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.

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
|-------------------|--------------------------------|-----------------|--------------------------------|
| DUQUETTE, JARED F | WILDLIFE BIOLOGIST SPL 2 13 | STEWART, CHAD M | WILDLIFE BIOLOGIST SPL 2 13 |
| SOULARD, RYAN K | WILDLIFE BIOLOGIST SPL 2 13 | VACANT | WILDLIFE BIOLOGIST-A |

Additional Subordinates

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

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

This position is responsible for the management and administration of the Species Management Unit. Essential duties of this position include the ability to provide guidance and supervision to employees, coordinate wildlife species management activities across programs and the state. Work with other Division sections, regions, and units to ensure wildlife management initiatives are implemented including regulations, planning, and research.

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 Species Management Unit is responsible for setting direction related to wildlife population, habitat, and outreach needs for several game species in Michigan. Employees in this unit are responsible for individual program areas associated with a ungulates and human-wildlife interactions and are often called upon to provide expert advice related to their area of focus. Employees represent the Division and Department on several state and national boards. This unit works across the state and division to implement wildlife management programs at the local level.

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 forestry, forest management, wildlife management, wildlife biology, animal ecology, fisheries biology, fisheries management, limnology, zoology, geology, engineering, geography, natural resources, resources management, or a related field.

EXPERIENCE:

Natural Resources Manager 14

Five years of professional experience equivalent to a Forester, Fisheries Biologist, Environmental Quality Analyst, Geologist, Resources Analyst, or Wildlife Biologist, including three years equivalent to the P11 level, two years equivalent to the 12 level, or one year equivalent to a Natural Resources Manager 13, Forest Management Specialist 13, Fisheries Biology Specialist 13, Environmental Quality Specialist 13, Geology Specialist 13, Resources Specialist 13, or Wildlife Biology Specialist 13.

Alternate Education and Experience

Natural Resources Manager 14

Possession of a bachelor's degree in any major and three years of experience in the management of public lands equivalent to a Property Analyst P11, two years of experience in the management of public lands equivalent to Property Analyst 12 or, one year of experience in the management of public lands equivalent to a Property Specialist 13 or Property Manager 13 may be substituted for the education and experience requirements.

OR

Possession of a bachelor's degree in any major and eight years of fisheries tech experience including four years of experience equivalent to a Natural Resources Tech Supervisor 1 in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of legislative processes, principles of wildlife management, supervisory techniques, employee policies and procedures, and labor relations.

Ability to instruct, direct, and evaluate employees.

Maintain favorable public relations; communicate effectively; organize the work of others.

Thorough knowledge of DNR Wildlife Division programs.

Excellent communication skills both verbally and in writing.

Ability to manage multiple projects simultaneously.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license 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.

n/a

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

ALLISON MARSTON

7/24/2024

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