

**State of Michigan  
Civil Service Commission**

**Position Code**

## 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 Wildlife Biologist-E	10. Division Wildlife
5. Working Title (What the agency calls the position) Habitat Biologist	11. Section Field Operations
6. Name and Position Code Description of Direct Supervisor NIEWOONDER, JOHN A; NATURAL RESOURCE MANAGER-3	12. Unit Big Rivers Unit
7. Name and Position Code Description of Second Level Supervisor MILLS, MARK A; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Muskegon Field Office, 7600 E. Messinger Rd., Twin Lake, MI / 8 A.M. – 5 P.M.; Monday –Friday

**14. General Summary of Function/Purpose of Position**

This position assists with and performs a wide variety of professional wildlife management activities including planning, implementation, monitoring, and analyzing wildlife habitat projects on public and private lands and helps protect, develop, and maintains State Game and Wildlife Areas in the assigned area- (Muskegon, Ottawa, Kent Counties). Other activities include making wildlife regulation recommendations including hunting and trapping regulations, inspection of privately owned cervid facilities, assisting other agencies (e.g. USFS), and organizations (e.g. NWTF youth hunt), implementing endangered species mgmt. plans (e.g. KBB in Muskegon County) and learning about and participating in statewide work groups.

**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: 35**

Species and Habitat Recommendations and Management: Coordinating and assisting with wildlife habitat management, wildlife population surveys and wildlife population management and recommendations on both public and private lands in Muskegon, Ottawa, and Kent Counties

**Individual tasks related to the duty:**

- Participates in coordination of monitoring and evaluating wildlife populations and habitat conditions via wildlife and habitat surveys, public input, use of digital mapping (GIS, IFMAP), local knowledge, anecdotal sources and helping to develop population goals and management recommendations for a wide variety of wildlife habitats, wildlife species, and recreational uses within work area on both private and public lands.
- In consultation with the Field Operations Manager, develops and plans the wildlife management priorities for the work area based on ecosystem principals, Featured Species, GPS plan, ROPE, and other division directives, utilizing WIPS, prescribed burns, timber sales, private land initiatives, volunteers and integrates other priorities as assigned.
- Works with the Field Operations Manager to plan and implement wildlife and wildlife habitat management based on private land initiatives; this duty varies, ranging from soliciting owners, providing published wildlife habitat management information, attending on-site meetings and evaluations, plan writing, prioritizing multiple landowner requests, or referring landowners to dedicated private lands biologist.
- Coordinates with other wildlife staff, seasonal staff, or volunteers to conduct wildlife surveys (woodcock, grouse, waterfowl, dove, bobcat, bear hair snare, etc.) on private and public lands across the 3-county work area, analyzes survey routes for performance, safety, reports results as required by accomplishment directive.
- Assists other staff while handling nuisance animal problems in assigned 3 County area by permit, e.g. DMAPs, or relocation (black bear) and public education and serves as primary contact for deer, turkey, Canada Goose, mute swan, sandhill crane, muskrat, beaver, etc. crop damage and coyote depredation.
- Works effectively with local user groups, governmental agencies, elected officials, sportsman groups to facilitate planning, cooperation and completion of mutually beneficial projects within assigned 3 county area.

**Duty 2**

**General Summary:**

**Percentage: 35**

State Land Administration and Facility Management: Work with Field Operations Manager and other staff to coordinate planning, prioritizing and implementation of state land administration and facility management for state game areas within the work area: Muskegon, Rogue River, Grand Haven, Cannonsburg, and Bakale tract of the Bass River RA. Includes writing and implementing Master Plans for game areas by integrating division initiatives such as Featured Species and regional planning efforts in specific game area plans.

**Individual tasks related to the duty:**

- Work with Field Operations Manager and other staff to prioritize, analyze and implement wildlife habitat management, state land administration and facility management.
- Works with Lansing staff in conducting land matter recommendations for all state land within the work area including land transaction reviews, survey requests, resolving trespass, developing management plans, administering timber sales, recommending game area boundary changes, land acquisition and disposal, oil and gas reviews, purchasing.
- Review public land use permit applications (e.g. special events, wood cutting, utility corridor maintenance) for three state game areas.
- Work with Field Operations Manager to prioritize maintenance of all state game area facilities including but not limited to buildings, equipment, roads, gates, parking areas, boundary signs, water control structures and earthen berms.
- Review, prioritize, write and implement master plans for three game areas, including use of IFMAP and GIS technology.

**Duty 3**

**General Summary:**

**Percentage: 15**

Provide planning and support to FOM and Regional Manager: responsible for providing planning and strategic input and support to SMR supervisors for administrative duties, e.g. budget and work planning and prioritizing, wildlife population modeling (deer), promoting Division goals and objectives and other assigned duties from SMR unit or Division, within 3 County work areas.

**Individual tasks related to the duty:**

- Provides fill-in support during vacancies for other biologist positions within the SMR Natural Resources Manager -3 (14) on occasion.
- Serves on hiring committees for various positions as assigned, included coordinating staff interview team, coordinating interviewee schedules, interview question development, coordinated interviews, led review process for decision making, contacted references and made hiring recommendations.
- Provides the SMR Manager with planning and prioritizing recommendations regarding wildlife populations and wildlife habitat management, including hunting and trapping regulations for the 3-county work area.
- Works with Field Operations Manager to coordinate and track annual budget for wildlife projects and base operations for the 3 County work area.
- Actively participates as SMR representative on Workgroups as assigned by giving input to issues with statewide responsibilities (e.g. regulations on managed waterfowl areas, bear harvest quotas and regulations).
- Readily and actively works with other agencies to ensure division goals obtained.
- Provides oversight to ensure that safety, purchasing, and environmental guidelines are followed in the three-county work area.

#### Duty 4

##### General Summary:

Percentage: 15

##### Miscellaneous Duties

##### Individual tasks related to the duty:

- Serves as contact point within the 3-county work area for the public by communicating wildlife information over the phone, in person, or writing.
- Attend professional development training
- Helps to organize and implement the Managed Waterfowl Hunt at the Muskegon Resource Reclamation Center
- Actively participates in planning discussions and integrates planning priorities into daily activities: e.g. GPS, ROPE, WAP input, etc.

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

Decisions made at the 3-county work unit involve coordination of strategic planning, prioritizing and budgeting decisions: usually completed in context of divisional/regional planning goals and objectives. These decisions typically involve wildlife habitat management decisions such as making hunting/trapping season recommendations after analysis of data, prioritizing management activities (timber sales), and annual budgeting. Independent recommendations are also made at a more detailed level, such as parcel purchase/disposal, seasonal hiring planning and supervision. These recommendations affect all wildlife users in the work area and in the case of work groups with statewide responsibility, e.g., waterfowl workgroup, affect users statewide.

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

These include decisions resulting from simple, straight forward issues when advice or clarification of Department and/or Division policy/philosophy is needed. Other decisions requiring supervisor review include those that are complex in nature, required by state policy, e.g. purchasing approval, conference attendance, and questions that may arise when new division initiatives are being considered and/or implemented.

#### 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.

The position requires extensive outdoor related activity including exposure to harsh weather, travel on uneven terrain, and negotiating a variety of challenging habitat types. Duties require standing, sitting, bending climbing, balancing, kneeling, crouching, crawling, reaching, lifting, carrying, walking, running, etc. This position requires the handling of dead and decomposing animal carcasses. This position requires travel in good and bad weather through the assigned work area as part of the regular duties and occasional travel to other locations throughout the state, including overnight stays. There is the potential for after-hours work or weekend 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"/> Provide formal written counseling. <input type="checkbox"/> Approve leave requests. <input type="checkbox"/> Approve time and attendance.	<input type="checkbox"/> Assign work. <input type="checkbox"/> Approve work. <input type="checkbox"/> Review work. <input type="checkbox"/> Provide guidance on work methods.
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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 plan wildlife management activities on State Game Areas and in some cases 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.

Downgrading position for training and recruitment purposes

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 SW Michigan. The position is assigned to assist with all aspects of wildlife management on public land and to assist private landowners and private lands biologists in the assigned 3 county 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.

**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:**

Advanced knowledge of wildlife management and biology of animals. Advanced ability to handle multiple projects and to communicate effectively with supervisors, co-workers and the public.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Position requires possession of a valid Michigan 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.***

ALLISON MARSTON

1/12/2026

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