

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

<b>Position Code</b> 1. WILDSPL2A03R
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## 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> DNR-NATURAL RESOURCES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Resource Management
<b>4. Civil Service Position Code Description</b> WILDLIFE BIOLOGIST SPL 2	<b>10. Division</b> Wildlife
<b>5. Working Title (What the agency calls the position)</b> Waterfowl Specialist	<b>11. Section</b> Sustainable Populations Section
<b>6. Name and Position Code Description of Direct Supervisor</b> AVERS, BARBARA A; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> KINTIGH, KEITH; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Lansing Customer Service Center / 4166 Legacy Parkway, Lansing, MI 48911 / 80 hours per pay period
<b>14. General Summary of Function/Purpose of Position</b> Serves as the statewide management specialist, content expert, and coordinator of regulation processes for waterfowl in Michigan. Coordinates a complex program to develop recommendations, policies, strategies, management plans, monitoring protocols, and engagement plans for the successful management of waterfowl. Represents the State on the Mississippi Flyway Council Gamebird Technical Section and associated Committees to negotiate migratory bird hunting season frameworks with the U.S. Fish and Wildlife Service. Responsible for gathering and synthesizing recommendations from the Division and the Citizens Waterfowl Advisory Committee and solely responsible for developing final harvest regulation recommendations. Serves as the technical advisor for, while fostering strong working relationships with, tribal governments, governmental agencies, non-governmental agencies, the Legislature, and Natural Resources Commission regarding waterfowl management. Assists the Wetland Habitat Specialist with developing guidance on the implementation of habitat management for waterfowl. Responsible for assisting with the Human Wildlife Interaction Specialist with the development of programs, policies, and procedures, on human-wildlife conflicts related to waterfowl.	

**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**

Responsible for all aspects of waterfowl management throughout Michigan. Serve as Department's technical wildlife advisor for all aspects of the management of waterfowl in Michigan. Serve as the statewide Waterfowl Program Specialist for the Wildlife Division. Provide regional management staff with program direction.

**Individual tasks related to the duty:**

- Develop detailed, comprehensive management and action plans for implementing programs.
- Lead and coordinate the internal Waterfowl Workgroup and participate in external waterfowl working groups.
- Analyze and correlate wildlife population information needed for setting seasons and harvest limits.
- Analyze and use data in population models to set and evaluate population goals and trends.
- Develop and implement waterfowl population monitoring tools.
- Work with stakeholder groups, other state agencies and the U.S. Fish and Wildlife Service to develop long-range harvest strategies and annual regulations for waterfowl.
- Represent Michigan on the Mississippi Flyway Council Technical Section and work with the Mississippi Flyway Council to develop waterfowl harvest management options.
- Assist the Human-Wildlife Interaction Specialist in the coordination of the development and implementation of statewide human-waterfowl conflict programs.
- Develop Natural Resource Commission and Directors Orders regarding changes in state regulations for waterfowl management.
- Coordinate Wildlife Division cooperation with other state and federal agencies on waterfowl management.
- Determine research needs on waterfowl management issues, and cooperate with research biologists to develop waterfowl research applicable to management.
- Incorporate research and monitoring results into management and regulation recommendations.
- Develop species management plans addressing opportunities for wetland species from a statewide perspective.
- Serve as a technical advisor to Division Chief, Deputy Director, and Division staff on waterfowl issues.
- Provide input to legislators and constituent groups on proposed legislation on waterfowl issues.
- Attend professional development conferences to be informed on the latest developments in waterfowl management.

**Duty 2**

**General Summary:**

**Percentage: 10**

Assist the Wetland Habitat Specialist to provide wetland system expertise with the planning, development, implementation, and evaluation of statewide management programs and activities. Work with the Wetland Habitat Specialist to develop guidance on the implementation of habitat management for waterfowl.

**Individual tasks related to the duty:**

- Assist in the development of wetland program goals and plans for implementation.
- Assist in providing expertise to field staff in the development and implementation of wetland projects for waterfowl
- Work with research, ecological planners, field staff and stakeholder groups to develop habitat management guidance for wetland systems.
- Participate on the internal Wetland Habitat Workgroup and external wetland working groups.
- Assist in providing wetland expertise to other state and federal agencies on cooperative wetland projects, including funding initiatives for new and expanded wetland proposals.
- Assist the Wetland Habitat Specialist, the U. S. Fish and Wildlife Service and other states on the implementation of regional and nationwide programs such as North American Waterfowl Management Plan and Wetland Production Areas.
- Assist the Wetland Habitat Specialist in working with stakeholder groups and federal agencies on grant proposals to acquire funds for wetland acquisition, maintenance and restoration
- Assist in providing input to legislators and constituent groups on proposed legislation on wetland issues.
- Assist in the development of Natural Resource Commission and Directors Orders regarding changes in state regulations for wetland management.

**Duty 3**

**General Summary:**

**Percentage: 25**

Serve as Department's technical wildlife advisor on external engagement and outreach efforts regarding waterfowl management. Provide effective outreach and communication related to waterfowl issues for state use as well as public information and education.

**Individual tasks related to the duty:**

- Develop and coordinate engagement processes for the waterfowl program including planning efforts and regulatory changes.
- Engage with stakeholders to determine constituent concerns and needs, and use this information to develop management plans, strategies, and regulations.
- Assist the Citizens Waterfowl Advisory Committee (CWAC) Coordinator in coordinating CWAC meetings. Engage with CWAC members in the development of waterfowl hunting regulations.

- Foster positive working relationships with external stakeholders to facilitate achievement of program goals.
- Assist in the development of hunting and trapping digests.
- Assist in development of news articles and press releases on significant events relating to waterfowl management.
- Provide timely responses to inquiries from the Division and other state agency staff, the legislature, the media the public regarding waterfowl issues
- Prepare technical information for legislative hearings and committees as required.
- Prepare technical and scientific reports and presentations.
- Present information at scientific and professional society conferences, sportsmen, civic and other groups.
- Provide content for information and education programs and materials related to waterfowl.

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned

**Individual tasks related to the duty:**

- Participate in wildlife surveys conducted by the Wildlife Division.
- Attend professional development training as required.
- Attend training related to the restoration, protection and management of our natural resources via ecosystem management as required.
- Participate in training programs to enhance employee skills and knowledge in waterfowl/wetland management.
- Participate in Wildlife outreach programs.
- Participate in Department priority programs and activities.
- Provide assistance to other Division staff.
- Serve on advisory committees, task forces, and workgroups as directed.

**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 waterfowl. These include prioritizing tasks, daily work schedules and planning, leading, and attending stakeholder meetings. These decisions could impact availability and meeting with stakeholders, and thus the ability to respond to customer and program needs.

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

Supervisory review is sought when Division policy is unclear in relation to a specific circumstance. Out-of-state travel requests and budget expenditures also require supervisor approval. The determination of overall program direction and goals, along with long term commitments for personnel and final decisions that are administratively or politically sensitive requires supervisory review.

**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.**

While the position is located in Lansing, much of the work is conducted in an office environment and involves prolonged computer use and sitting for long periods of time at the workstation or in meetings. On occasion the employee is required to function in various weather extremes, walk over uneven areas, lift heavy materials, and work extended hours in outdoor conditions. This position requires statewide travel as part of the regular duties and includes occasional late night or overnight travel.

**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. |

N Approve leave requests.

N Review work.

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

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?**

Responsible for planning, coordinating and implementing statewide policies, procedures, and practices to effectively manage waterfowl populations and their habitat. This position also has the primary responsibility for developing and presenting regulation recommendations to the Natural Resources Commission while evaluating adopted regulations regarding waterfowl. This position represents the State on the Mississippi Flyway Council Gamebird Technical Section and associated Committees to negotiate migratory bird hunting season frameworks with the U.S. Fish and Wildlife Service.

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

Updated address in box 13, corrected a few misspelled words.

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

The Sustainable Populations Section is responsible for the statewide management of wildlife species, and the Waterfowl and Wetland Program is specifically responsible for the statewide management of waterfowl species and wetland habitat. This position is the statewide specialist for the management of waterfowl and is responsible for planning, coordinating, and implementing specific tasks of the statewide Waterfowl Program with other Department and Division staff, and key state and federal agency and NGO partners. The work area is responsible for meeting the Department and Division goals through the management of waterfowl populations and wetland habitat to provide optimum social and economic benefits for the citizens of the State of Michigan. 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. Waterfowl are extremely important to Michigan's residents and visitors for their recreational, economic, and aesthetic values.

**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:**

Specialist in wildlife management with a background in species or habitat management, proven ability to communicate effectively both orally and in writing. Thorough knowledge of ecological and human dimension principles related to wildlife management, specifically waterfowl and wetland habitats. Ability to foster and maintain excellent working relationships with a wide variety of groups.

**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.***

ALLISON MARSTON

1/31/2025

\_\_\_\_\_  
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