

State of Michigan  
Civil Service Commission

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Position Code

1. RESRALTE

## 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> Resource Analyst-E	<b>10. Division</b> Fisheries
<b>5. Working Title (What the agency calls the position)</b> Aquatic Vegetation Analyst	<b>11. Section</b> Administration
<b>6. Name and Position Code Description of Direct Supervisor</b> MISTAK, JESSICA L; NATURAL RESOURCE MANAGER-3	<b>12. Unit</b> Habitat Management Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> CLARAMUNT, RANDALL M; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> TBD based on selected candidate / 80 hours per pay period

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

This limited-term position is responsible for implementing a federally funded project focused on aquatic invasive plants and aquatic vegetation management. The position will collaborate with an inter-departmental team to assist with refinement and implementation of a new digital reporting system for Aquatic Nuisance Control (ANC) permitting in Michigan. The position will lead an effort to integrate historical ANC reporting data into the new system and conduct analyses of those data relative to patterns and trends in treatments across time and space, patterns and trends in native plant management, and timing of treatments with shifting phenology due to climate change. The position will also develop and distribute communication and outreach materials for aquatic vegetation control best management practices to diverse audiences.

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: 50**

Collaborate with an inter-departmental team to assist in the development and implementation of a new digital reporting system for Aquatic Nuisance Control (ANC) permitting and upload historical data.

**Individual tasks related to the duty:**

- Assist Department of Environment, Great Lakes, and Energy (EGLE) ANC program staff with trial implementation of the digital reporting system for aquatic plant treatment data.
- Assist with developing solutions for problems identified during the trial period.
- Collaborate with EGLE and Department of Natural Resources Fisheries Division staff to implement solutions identified during the trial period.
- Complete the digitization of historical plant treatment and survey records from PDF format into the ANC digital reporting system using automated processes.

**Duty 2**

**General Summary:**

**Percentage: 20**

Use historical Aquatic Nuisance Control (ANC) data to analyze patterns and trends in treatments applied, application rates, target species, and other variables over time.

**Individual tasks related to the duty:**

- Analyze available historical and current plant treatment data available in the digital reporting system to assess changes in treatment methods, with an emphasis on treatment of aquatic invasive species such as Eurasian Watermilfoil and Starry Stonewort.
- Conduct analyses of other areas of interest include patterns and trends in native plant management and timing of treatments with shifting phenology due to climate change.
- Explore opportunities for provision of data to collaborating researchers.
- Identify historical alignment with Best Management Practices for aquatic plant management.
- Incorporate and analyze other sources of data (e.g., water quality and invertebrate/fish communities), when appropriate.

**Duty 3**

**General Summary:**

**Percentage: 20**

Develop and distribute communication materials for aquatic vegetation control best management practices to professionals (e.g., consultants, contractors, applicators) and lay audiences (e.g., lake associations, riparian property owners).

**Individual tasks related to the duty:**

- Collaborate with Department of Environment, Great Lakes, and Energy (EGLE) ANC staff, Department of Natural Resources Fisheries Division staff, and other experts to develop and implement an education and outreach plan for aquatic plant management.
- Develop communication materials that describe the ecological context, methods, expectations, and other facets of best management practices for invasive and nuisance aquatic plant control.
- Collaborate with EGLE ANC staff to place electronic copies of these materials on the EGLE website, conduct webinars promoting and describing the materials, and oversee the design and printing of outreach materials.

**Duty 4**

**General Summary:**

**Percentage: 10**

Assist with administrative responsibilities of the Habitat Management Unit and other duties as assigned.

**Individual tasks related to the duty:**

- Complete assignments, as directed, that contribute to the efforts of Fisheries Division's Habitat Management Unit.
- Oversee and manage projects as assigned.
- Coordinate procurement of contracts, equipment, vehicles, and supplies.
- Maintain fisheries management records and files.
- Attend staff meetings, public hearings, and professional conferences/meetings.
- Assist with data management, conduct various data analyses, provide feedback on fisheries and aquatic invasive species survey design, and contribute to report/publication writing.
- Assist in training programs for new personnel.
- Participate in professional development and training.
- Maintain appropriate Department and Division record keeping, including time accounting, expenses reimbursements, and personal performance reviews.

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

- Decisions related to use of time on a day-to-day basis to fulfill the job duties, affecting project partners and project outcomes.
- While attending internal and external meetings as the Fisheries Division representative, you will be required to clearly express Division and Unit positions regarding projects and make decisions regarding project activities, affecting project partners, project outcomes, and impacts on aquatic resources or the public's use of them.
- Development of internal and external documents and presentations will generally be made independently, affecting stakeholder relationships and perspectives.

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

Decisions that alter direction of large-scale Division programs associated with invasive or nuisance species.

Purchases such as major equipment and supply purchases.

Out-of-state travel.

Overall time management and priority setting for project completion.

Supervisor review is also needed for projects that have direct public or political interest.

All correspondence for Division or Executive-level signature.

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.

- A large portion of job duties will be fulfilled from an office setting working on a computer for long periods of time.
- Field work may require the physical capacity to push, pull, or lift equipment up to 30 pounds. Field work could occur in remote areas under adverse conditions or in inclement weather requiring use of caution, logic, and common sense. Use of appropriate gear such as waders and rainwear will be necessary.
- Travel by vehicle may be frequent and occur in all types of weather; occasional air travel may be required.
- Irregular hours may be required including evenings, nights, overnight stays, weekends, and extended periods away from the workstation.

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):

N Complete and sign service ratings.  
N Provide formal written counseling.  
N Approve leave requests.  
N Approve time and attendance.  
N Orally reprimand.

N Assign work.  
N Approve work.  
N Review work.  
N Provide guidance on work methods.  
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?

This limited-term position is responsible for implementing a federally funded project focused on aquatic invasive plants and aquatic vegetation management. The position will collaborate with an inter-departmental team to refine and implement a new digital reporting system for ANC permitting. The position will lead an effort to integrate historical ANC reporting data into the new system. The position will also develop and distribute communication materials for aquatic vegetation control best management practices to diverse audiences.

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 Habitat Management Unit (HMU) leads management of aquatic habitat with Fisheries Division. Managing Aquatic Invasive Species (AIS) is a required function of the Division, and the Aquatic Species and Regulatory Affairs (ASRA) Unit is the lead for AIS issues. This position will work with HMU and ASRA staff, in addition to other division staff and external partners such as Department of Environment, Great Lakes, and Energy ANC staff to accomplish project objectives focused on invasive and nuisance aquatic plant management.

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 a physical, biological, or natural resource science, resource management, resource planning, engineering, or a related field.

**EXPERIENCE:**

**Resource Analyst 9**

No specific type or amount is required.

**Resource Analyst 10**

One year of professional experience in the protection, development and maintenance of land, water, or natural resources.

**Resource Analyst P11**

Two years of professional experience in the protection, development and maintenance of land, water, or natural resources, including one year equivalent to the intermediate (10) level in state service.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of natural resource conservation needs and objectives.
- Knowledge of the principles of ecology.
- Knowledge of the methods of compiling and organizing data.
- Knowledge of the procedures and methods of statistical analysis.
- Knowledge of the methods of environmental research.
- Knowledge of factors in the analysis of data to provide the basis for long-range planning of water and related land resource management.
- Ability to analyze and evaluate data.
- Ability to prepare charts, maps and other graphs to display the analysis of data.
- Ability to organize and write technical planning reports.
- Ability to communicate effectively with others.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

A valid driver's license is required.

*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.***

MAGDALENA THUMSER

10/30/2024

\_\_\_\_\_  
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