

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 Division
5. Working Title (What the agency calls the position) Wildlife Biologist-E	11. Section Field Resource Management
6. Name and Position Code Description of Direct Supervisor SCULLON, HARRY W; NATURAL RESOURCE MANAGER-3	12. Unit Upper Peninsula Region
7. Name and Position Code Description of Second Level Supervisor LEMMIEN, DAVID W; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work M-28, Shingleton, MI 49884 / Monday thru Friday 8:00 a.m. - 4:30 p.m.

14. General Summary of Function/Purpose of Position

The Area Wildlife Biologist, stationed in Shingleton, is responsible for wildlife population management and public service efforts in East Alger, Southeast Delta (Garden Peninsula), and Schoolcraft counties. The biologist is also responsible for wildlife habitat management on state forest lands in the Shingleton Unit and on private lands. This position will plan, conduct, and coordinate with the Wildlife Technician: various wildlife populations surveys; nuisance wildlife complaints/response; wildlife disease surveillance; species management regulation recommendations; public engagement and outreach. The purpose of this position is to implement Wildlife Division's Guiding principles and Strategies, protect wildlife resources in the multi-county work area, promote wildlife-associated recreation, and ensure wildlife management contributes positively to the local economy.

Position will need to complete chemical immobilization and firearm training within 6 months of hire. Employee must maintain certifications and be included in the DART drug testing pool.

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: 40

Manage for sustainable populations of wildlife species in the Shingleton unit counties in the Upper Peninsula (GPS Goal 1)

Individual tasks related to the duty:

- Monitor and assess game populations annually.
- Oversee implementation of wildlife surveys in East Alger, Southeast Delta (Garden Peninsula), and Schoolcraft counties by local Wildlife Division staff, personnel from other resource agencies, and volunteers. Examples include ruffed grouse drumming survey, woodcock singing ground survey, waterfowl banding, and deer-bear-furbearer check stations.
- Review annually and revise species management plans as needed based on monitoring and assessment results.
- Recommend harvest regulation changes to the Field Operations Manager and UP Regional Supervisor and implement approved changes.
- Partner with Federal land managers to ensure game / wildlife species targets are taken into consideration.
- Partner with conservation organizations and groups to promote and enhance wildlife populations.
- Partner with Tribal Governments while being mindful of cultural practices and treaty rights.
- Work with partners to promote and improve management of non-game wildlife populations. Implement non-game species management plans, as needed.
- Focus population management efforts, considering climate change, on lands where the Division can have the greatest impact for desired targets. Adapt population management efforts based on recommendations.
- Assist with wildlife health / disease monitoring. Work with partners to address wildlife health issues.
- Work with local units of governments and conservation partners to respond and provide guidance to address nuisance and urban wildlife management.
- Audit and implement regulation of captive wildlife facilities to protect free ranging wildlife from disease.
- Ability to chemically immobilize wildlife to carry out above tasks and duties.
- Ability to use a state provided firearm to sample, euthanize, or otherwise respond to wildlife issues.

Duty 2

General Summary:

Percentage: 40

Manage habitat for sustainable wildlife populations and wildlife-associated recreational opportunities while ensuring wildlife contributes positively to local economies. in a changing environment. (GPS Goal 2). Mitigate the negative impacts of human land use on wildlife habitats and a changing environmental condition. (GPS Goal 3)

Individual tasks related to the duty:

- On private lands, provide technical assistance and resources to support Wildlife Division habitat management needs.
- Conduct field and GIS-based evaluations of habitat conditions for wildlife and provide direction to the wildlife technician for assistance with this duty.
- Participate in assigned Division and Department workgroups to facilitate intra- and inter-departmental programs and landscape planning.
- Develop annual work and operational plans and determine cost estimates and inform budgets for routine maintenance of facilities, general office needs, to manage habitat through various techniques such as tree planting, prescribed burning, brush mowing, and herbaceous planting.
- Track accomplishments related to work plan objectives and report these metrics when requested.
- Adapt habitat management, as needed, to help move game / wildlife population numbers in the desired direction.
- Describe the desired future habitat conditions and management direction for wildlife areas in Master Plans, and then implement.
- Manage habitat on wildlife areas to support featured species management targets and to demonstrate habitat improvement techniques to conservation partners.
- Consider climate change impacts when developing habitat management strategies.
- On co-managed state forest lands, work collaboratively with the Forest Resource Division to manage wildlife habitat that reflect wildlife values. Interact directly with FRD's Unit Managers (Natural Resource Manager 13). Participate in all aspects of the state forest compartment review process.
- Develop content and provide expert input / implementation of the U.P. Regional State Forest Management Plan, featured species guidance, retention guidelines, deer wintering complex guidelines, etc.
- Review proposed land management prescriptions, land matters, leases, special use permits, and land transactions, and provide Wildlife Division input consistently to conserve lands for wildlife.

Duty 3

General Summary:

Percentage: 15

Develop positive working relationships with conservation partners, agencies, and other publics to protect wildlife resources, enhance wildlife-associated recreational opportunities and contribute positively to the local economy. (GPS GOAL 6) Present information on various DNR topics to a variety of public groups.

Individual tasks related to the duty:

- Develop and enhance partner and stakeholder coalitions to engage in Division planning efforts and support management programs. Prepare presentations on wildlife topics for sportsman's clubs and other organizations on timely topics.
- Respond in a timely manner to public requests for information including walk-ins, phone inquiries and field contacts regarding various wildlife issues.
- Provide information to people who are having trouble with wildlife including, but not limited to, white-tailed deer, bear, wolves, beaver, muskrat, raccoon, woodchuck, bats and skunks. This may include field investigations and issuance of appropriate permits.
- Improve communication and engagement with the public regarding wildlife issues
- Actively seek opportunities to engage with the large wildlife organizations and other NGO's in the work area, including Alger County Fish & Game Alliance, Munising-Alger Sportsman's Club, and U.P. Whitetails Association chapters. Serve on their advisory committees when appropriate, submit project proposals for funding, and embrace offers of volunteer help
- Actively seek opportunities to collaborate with partner agencies such as USFS, NPS, Seney National Wildlife Refuge, Local Conservation Districts, USDA, Industrial forest landowners, and Tribal Governments.

Duty 4

General Summary:

Percentage: 5

Continued professional development.

Individual tasks related to the duty:

- With supervisor, prepare an annual continuing education plan including readings, training needs, attendance at conferences and other relevant activities.
- Attend Management Unit meetings and Division in-service training sessions.

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

Independent decisions involve habitat management recommendations and guidance, the issuance of nuisance animal control permits, deer damage control permits and daily schedules. Members of the public who are experiencing animal damage are most affected. Independent decisions for this position include setting their work schedules, making purchases, drafting wildlife harvest recommendations, and developing annual work plans and budget requests for the assigned work unit. Both public and internal stakeholder groups can be affected by these decisions.

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

Decisions involving large expenditures of funds as dictated by policy, decisions involving politically sensitive topics and decisions involving overall management direction require supervisory review. Any decision that requires exceptions to Division or Department policies, capital expenditures or issues that involve multiple work units or regions and anything that requires supervisory review and guidance at the regional or statewide level. Annual leave requests and substantial work schedule adjustments. Annual work plans and budget requests. Enrollment in training sessions or conferences. Acceptance of special assignments (such as an invitation to participate on a work group).

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.

Much of the work will be in an office environment and involve prolonged computer use and stationary for long periods of time at workstation or in meetings. However, a portion of work will be conducted in the field setting which includes exposure to extreme weather conditions and requires the ability to traverse uneven terrain, snowshoeing, snowmobiling, etc. This position requires occasional travel throughout the assigned work area as part of the regular duties and through hazardous driving conditions. Occasional early morning or late-night work or meeting attendance can be expected as well as which may require occasional overnight travel to other locations throughout the state. This position will requires handling a broad range of wildlife and when sick, injured, live and/or dead. It may require humanely euthanizing sick or injured wildlife on occasion . On a daily basis this position may require lifting, bending, stooping, climbing, walking, wading, in hot, cold, windy conditions.

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):

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| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | 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?

The essential duties of this position are to plan wildlife / habitat management activities on state forest lands and wildlife management areas and 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.

Updated areas of work and duties in box 14. Updated the language in box 15 which describes the positions duties 1, 2, 3 and 4. Amount allocated to each duty was adjusted to properly reflect current work. Boxes 16, 17, 18 – added clarifying language and additional generic descriptions. Added firearm and chemical immobilization DART duties to boxes 14 and 26 and Duty 1; these duties were already in the previous position description, but added specific DART language.

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 Michigan's Upper Peninsula within the Shingleton unit of East Alger, Southeast Delta (Garden Peninsula), and Schoolcraft counties. This position is assigned to both public and private lands in an assigned area. This includes wildlife population management, wildlife habitat management, and wildlife-related public service to protect the resource, enhance recreational opportunities, and contribute to the local economy.

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.

Bachelor's degree in any natural resources management track (wildlife biology/ecology, general resource management, conservation biology, etc.) preferred.

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:

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.
Obtain maintain Chemical immobilization certification within six months of hire.
Obtain and maintain firearm certification provided by Wildlife within six months of hire.
Position will need to complete chemical immobilization, firearm training and maintain certifications and be included in the DART drug testing pool
Acquire associated trainings and/or certification for safe operating of boats, snowmobiles, ATV/UTV, as assigned.

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

11/14/2024

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