

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

<b>Position Code</b>
1. WILDBIOAA67R

## 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> Vacant	<b>8. Department/Agency</b> DNR-Natural Resources
<b>3. Employee Identification Number</b> Vacant	<b>9. Bureau (Institution, Board, or Commission)</b> Resource Management
<b>4. Civil Service Position Code Description</b> Wildlife Biologist-A (12)	<b>10. Division</b> Wildlife
<b>5. Working Title (What the agency calls the position)</b> Senior Wildlife Biologist	<b>11. Section</b> Field Operations - Southern Michigan Region
<b>6. Name and Position Code Description of Direct Supervisor</b> Kristin Wildman; Natural Resources Manager-3 (14)	<b>12. Unit</b> Capital Area Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> Mark Mills; State Administrative Manager-1 (15)	<b>13. Work Location (City and Address)/Hours of Work</b> 8903 Stoll Rd., East Lansing, MI 48823 / M-F 8-4:30, 80 Hrs./Pay Period, Occasional Weekends

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

This position has solely responsible for all wildlife habitat management, wildlife population surveys, and wildlife population management on both private and public lands for the assigned geographic area (Ingham, Clinton, Shiawassee, and Gratiot Counties). These activities include acting as the lead worker in the assigned area planning and overseeing the development of work plans, management priorities, work item proposal (WIPs), private land activities, and population surveys by staff in the assigned area. This position is also responsible for all aspects of state land administration and facility management on Wildlife Division administered lands. These activities include, but are not limited to, land transaction reviews, survey requests, resolving trespass, developing management plans, administering timber sales, and recommending acquisition or disposal of state lands. This position also provides strategic level planning for maintenance of all buildings, roads, gates, boundary signs, dams, dikes, pumps, and other infrastructure associated with State Game Areas in the assigned area. This position will utilize the document "Guiding Principles and Strategies (GPS)" for setting strategic direction in planning efforts and in setting work priorities.

**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**

Solely responsible for overseeing wildlife population surveys and wildlife population management on both private and public lands in assigned counties. Manage for healthy and sustainable population of wildlife species in assigned counties (Gratiot, Shiawassee, Clinton, Ingham). (GPS Goal 1 & 3)

**Individual tasks related to the duty:**

- Responsible for the oversight and administration of all wildlife population surveys within the assigned counties and state game/wildlife areas.
- Monitor and assess wildlife populations.
- Review and revise species management plans as needed based on monitoring and assessment results.
- Implement species management plans.
- Assist with research and monitoring efforts to support conservation.
- Responsible for investigating and reporting depredation of livestock by wildlife.
- Responsible for monitoring and evaluating wildlife populations in assigned counties by conducting and reviewing wildlife surveys and data, utilizing local knowledge, partner organizations, and other available sources. Information is then used to revise species management plans as well as to provide recommendations of regulations to appropriate Wildlife Division representatives and/or the Natural Resources Commission.
- Monitor and preserve the health of Michigan's wildlife by responding to, collecting, and submitting samples to the Wildlife Disease Lab (housed within the Veterinary Diagnostic Lab). Sometimes this includes permitting and coordinating the sedation of the animal with approved equipment and/or euthanizing the animal with a firearm.
- Planning, overseeing, and implementing check stations and drop boxes for wildlife disease surveillance and monitoring. Responsible for coordinating and operating check stations for furbearer registrations.
- Implement urban, nuisance, and invasive wildlife policies. This includes working with municipalities and partner organizations on developing plans to handle nuisance urban wildlife such as deer, turkeys, etc., and provide technical assistance to the public when confronted with wildlife issues. This also includes issuing nuisance wildlife and damage control permits when and where appropriate.
- Conduct inspections of and assist with the regulation of captive wildlife facilities in the assigned counties.
- Annually meet Wildlife Division responsibilities under both Federal and State Threatened and Endangered Species laws.

**Duty 2**

**General Summary:**

**Percentage: 35**

Manage habitat for sustainable wildlife populations and wildlife-compatible recreation. Responsible for all aspects of state land administration and stewardship of lands for wildlife habitat and wildlife-compatible recreation. (GPS Goals 2 & 3)

**Individual tasks related to the duty:**

- Responsible for strategic planning and implementation of all wildlife habitat management activities on state-owned lands in assigned counties. This includes writing and overseeing implementation of State Game and Wildlife Area master plans, developing annual work plans and budgets for staff assigned to the work area, and prioritizing work based on the principles of ecosystem management, featured species, GPS plans, regional priorities, and other division/department directives.
- Collaborate and provide oversight to the area wildlife technician regarding implementation of habitat management projects.

- Participate in the review and development of strategic statewide and regional habitat plans (e.g., State Wildlife Action Plan).
- Set forest management direction within assigned area through the Compartment Review Process initiated at assigned Game Areas and assist with on-the-ground administration. Administer timber management activities at other listed Game Areas as needed.
- On private lands provide technical assistance and resources to support Wildlife Division's habitat and species management needs.
- Work with partner organizations to implement wildlife habitat grant projects on state game and wildlife area lands that align with game area master plans, department/division priorities, etc. Partner with Local, Federal, and Private land managers to ensure wildlife habitat values are taken into consideration. Partner with conservation organizations and groups to promote and enhance wildlife populations and habitat.
- Utilize GIS and current best management practices when prioritizing and executing habitat management techniques such as timber sales, prescribed burning, mowing, water level manipulation, invasives species removal, food plot planting, etc.
- Administer all aspects of public land management including land transaction reviews, project boundary designations, survey requests, trespass resolution, mineral lease reviews, evaluate and issue land use and event permits, etc.
- Make recommendations and presentations to the Natural Resources Commission as appropriate regarding Land Use Orders of the Director and similar issues.
- Administer and oversee all aspects of facility management at state game and wildlife areas within area of responsibility (includes maintenance or development of all buildings, roads, gates, boundary signs, bridges, dams, dikes, pumps, water control structures, special use areas, trails, and other infrastructure). This includes budgetary planning to complete projects and WIP administration.
- Ensure project areas are promoted via signs, maps, website information, and publications.
- Responsible for the implementation, review, recommendation, and inventory of state forest roads per Public Act 288.

#### Duty 3

**General Summary:**

**Percentage:** 15

Represent the Department of Natural Resources and Wildlife Division to a variety of audiences and improve and maintain public communication, strong relationships, and partnerships. (GPS Goal 3)

**Individual tasks related to the duty:**

- Represent the Department and Division in a professional and respectful manner.
- Prepare presentations on wildlife topics for sportsman's groups, schools, and other organizations on timely topics in order to effectively communicate Wildlife Division goals, programs, and values.
- Respond to public requests for information including walk-ins, phone calls, and field contacts.
- Work with other conservation organizations on outreach and joint projects that are mutually beneficial to shared mission/purpose.

#### Duty 4

**General Summary:**

**Percentage:** 15

Participate in assigned work groups, internal communication and continued professional development and trainings. (GPS Goal 4)

**Individual tasks related to the duty:**

- Serve as the leader of local field office and area of responsibility, and the local wildlife expert for assigned counties. Demonstrate positive leadership and support a psychologically safe work environment.

- With supervisor, prepare an annual continuing education plan including readings, attendance at conferences, training, and other relevant activities.
- Communicate activities, metrics, and accomplishments to the Division using a variety of formats and databases for reporting.
- Attend and participate in region and unit meetings, division in-service training sessions, program coordination meetings, Department-all staff meetings, and work collaboratively with other staff members.
- Oversee work plans and budgets for local work unit.
- With supervisor approval, attend appropriate Career Development University (CDU) courses, conferences, and other relevant trainings to continue professional development.
- Participate in Division work groups and teams and provide input.
- Provide input and support to coworkers within the region, division, and department.

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

Independent decisions involve the issuance of permits, daily schedules, expenditures below \$5,000, and work planning. Decisions made involving planning, prioritizing, and implementing habitat management activities on all assigned State Game and Wildlife Areas. Problem solving wildlife-related issues with the public such offering technical assistance to solve the issue or issuing permits when necessary. These decisions affect all users of the State Game and Wildlife Areas and public who interact with wildlife.

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

Decisions involving large expenditures of funds (typically over \$5000), decisions on complex issues requiring additional input, decisions involving politically sensitive topics and decisions involving overall management direction require 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.**

This position often requires prolonged work in an office setting using a telephone and computer. The position also requires extensive outdoor related activity including exposure to harsh weather, travel on uneven terrain, and negotiating a variety of challenging vegetation/habitat types. Duties may also require lifting and moving heavy items. 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 afterhours 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):**

Complete and sign service ratings.	Assign work.
Provide formal written counseling.	Approve work.
Approve leave requests.	Review work.
Approve time and attendance.	Provide guidance on work methods.
Orally reprimand.	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 management activities on state game areas and private lands using generally accepted wildlife management and ecosystem management principles and to provide information to the public. This position is also responsible for all aspects of state land administration and facility management on Wildlife Division-administered and co-managed lands in the assigned area.

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

The requirement for this position to be certified in chemical immobilization and firearm use for the purpose of addressing suspect disease and nuisance wildlife has been removed. 2 Wildlife Assistants and 1 Technician are firearm certified. Drug storage at Rose Lake is not needed because of proximity to other resources and opportunities (the Lab, the zoo, USDA Wildlife Services). However, this position will still need to coordinate and facilitate such efforts if and when required. At this level, this position serves as the lead for this office, overseeing the work assignments of other professionals, and providing strategic direction and management for the area of responsibility (AOR). Candidate has demonstrated the ability to, and carries out work in, the following capacities which meet senior level criteria:

- 1) Responsible for all wildlife habitat management, wildlife population surveys, and wildlife population management on both private and public lands in specifically assigned geographic or administrative areas such as multiple counties, one or more southern Michigan game areas, or one or more northern Michigan forest areas. The biologist has been assigned sole responsibility for all Wildlife Division activities in a specific area. Possess thorough knowledge and oversees the development of such activities as work plan development, management priority setting, WIPS, private land activities, and population surveys by biologists and other permanent staff within the Management Unit.
- 2) Responsible for all aspects of state land administration and facility management on Wildlife Division administered land which includes one or more state game or wildlife areas. Land administration activities include land transaction reviews, survey requests, resolving trespass, developing management plans, administering timber sales, and recommending acquisition or disposal of state lands. Facility management includes maintenance of all buildings, road gates, boundary signs, dams, dikes, and pumps at managed wetland areas and all other infrastructure associated with game areas.

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

The work area manages wildlife and public lands in a 4-county area in southern MI (Clinton, Gratiot, Ingham, and Shiawassee). This position has sole responsibility for all wildlife habitat management, wildlife population surveys, and wildlife population management on both private and public lands for the assigned geographic area. This position is also responsible for all aspects of state land administration and facility management on Wildlife Division administered lands.

**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 12**

Three years of professional experience carrying out wildlife biologist assignments equivalent to a Wildlife Biologist, including one year equivalent to a Wildlife Biologist P11 or a Research Biologist P11 with wildlife emphasis.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of basic subject matter in zoology, ornithology, animal ecology, botany, wildlife and ecosystem management. Knowledge of wildlife species biology.

Knowledge of the principles and practices of wildlife ecology and general understanding of forest, grassland, and wetland ecology.

Knowledge of laws pertaining to the take or protection of wildlife in the state.

Knowledge of methods of producing and maintaining suitable habitat for various wildlife species.

Knowledge of food and cover requirements of wildlife, including game, nongame, and endangered species

Knowledge of natural resources and land use laws, including the process of setting wildlife regulations.

Ability to map land areas and inventory environmental conditions to determine their suitability for wildlife projects.

Ability to make sound decisions on practical problems in wildlife management.

Ability to analyze tabular data and interpret the content of data sets.

Ability to maintain records and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

- Requires a Valid Driver's license (Michigan).

*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

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.*

VACANT

Employee

Date