

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**FISHERIES BIOLOGY SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a fisheries biology program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship. Typically, positions in this job do not supervise.

There are two classifications in this job.

**Position Code Title – Fisheries Biology Specialist-2**

Fisheries Biologist Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

**Position Code Title – Fisheries Biology Specialist-3**

Fisheries Biologist Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

First-level specialists are classified at the advanced level of the Fisheries Biologist job.

**JOB CONCEPTS**

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

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Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise assisting in all areas of the official's responsibilities.

### JOB DUTIES

**NOTE**: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

#### Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy and procedures development.

Participates in budget development.

Represents the official at meetings.

#### Specialist:

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate the technical aspects of the programs.

Serves as a technical consultant and liaison with industry and governmental agencies.

Investigates and surveys water sites to determine suitability for fish projects.

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Conducts fish population and species surveys and prepares reports on findings.

Analyzes fish survey data and information, and makes recommendations for setting seasons and catch limits.

Plans and coordinates the training of staff.

Conducts special projects.

Prepares special studies and reports.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

#### Administrative Assistant:

Knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

#### Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

#### Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the need, preparation, and use of reports.

Knowledge of the principles and practices of fish management.

Knowledge of fish and related aquatic organisms.

Knowledge of the collection and care of aquatic biological specimens.

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Knowledge of Michigan fish, including the kinds, distribution, and importance of various species and their habitats and requirements.

Knowledge of the procedures and practices utilized in the identification and classification of fish, aquatic plants, and fish food.

Knowledge of methods of preparing fish development and improvement projects.

Knowledge of methods of watershed development.

Knowledge of methods and equipment used in fish management.

Knowledge of the principles of planning, organizing, and conducting research surveys.

Ability to apply knowledge of fish biology to fish management activities and techniques.

Ability to plan, coordinate and/or conduct fish research projects.

Ability to do technical fish studies and to prepare technical reports and articles.

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

Ability to communicate with others effectively.

Ability to maintain favorable public relations.

### **Working Conditions**

None.

### **Physical Requirements**

None.

### **Education**

Possession of a bachelor's degree in fish biology or fisheries management.

### **Experience**

#### **Fisheries Biologist Specialist 13**

Four years of professional experience equivalent to a Fisheries Biologist, including two years equivalent to a Fisheries Biologist P11 or Research Biologist P11 with a fisheries emphasis or one year equivalent to a Fisheries Biologist 12 or Research Biologist 12 with a fisheries emphasis.

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**Fisheries Biologist Specialist 14**

Five years of professional experience equivalent to a Fisheries Biologist, including three years equivalent to a Fisheries Biologist P11 or Research Biologist P11 with a fisheries emphasis, two years equivalent to a Fisheries Biologist 12 or Research Biologist 12 with a fisheries emphasis, or one year equivalent to a Fisheries Biology Specialist 13 or Research Biology Specialist 13 with a fisheries emphasis.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

FISHSPL

**Job Code Description**

Fisheries Biology Specialist

**Position Title**

Fisheries Biology Specialist-2

Fisheries Biology Specialist-3

**Position Code**

FISHSPL2

FISHSPL3

**Pay Schedule**

H21-014

H21-017

ECP Group 2  
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TeamLeaders