

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. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title - Fisheries Biology Spl 2

Fisheries Biology 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 Spl 3

Fisheries Biology Specialist 14

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

NOTE: There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

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.

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.

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 Biology 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.

Fisheries Biology 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 Spl 2

Fisheries Biology Spl 3

Position Code

FISHSPL2

FISHSPL3

Pay Schedule

H21-014

H21-017

SA

10/25/2015