

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

NATURAL RESOURCES MANAGER

JOB DESCRIPTION

Employees in this job direct the work of employees working in natural resources programs. The employee works within general methods and procedures and exercises considerable independent judgment to select the proper course of action. The work requires knowledge of the policies, procedures, and regulations of natural resources programs, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

Position Code Title - Natural Resource Manager-1

Natural Resources Manager 12

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

Position Code Title - Natural Resource Manager-2

Natural Resources Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

Position Code Title - Natural Resource Manager-3

Natural Resources Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports and composes correspondence relative to the work.

Determines natural resources management program needs and opportunities in an assigned geographic or program area and coordinates with programs in other divisions, bureaus or offices, as well as, other agencies, departments or public or private groups.

Formulates policies, procedures, plans for existing, and new natural resources management programs.

Directs, oversees and reviews the preparation and implementation of budgets, requisitions and the maintenance of inventory and personnel records.

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

Oversees the inventory, use, and maintenance of equipment and facilities used for natural resources management.

Conducts special projects and prepares special studies and reports.

Develops and conducts programs to manage state-owned resources.

Oversees recreation programs including the selecting, examining, planning and appraising of potential recreation sites.

Oversees land and water management activities, including the classification of habitats and plant communities forest stands as to location, condition, area and volume of timber for harvest, intermediate cuttings and needed cultural treatments.

Develops and implements programs to assure protection of vegetative communities against insects, pests, plant diseases and fires by directing the proper control and prevention operations.

Reviews and recommends water quality classifications to ensure the protection of fisheries habitats.

Directs the wildlife management program in an assigned area by implementing, holistic natural resources management practices.

Monitors and assists in the management of state licensed and tribal commercial fisheries.

Directs fisheries programs, prepares watershed assessments and management plans in an assigned area and for adjacent Great Lakes waters utilizing fishing regulations, habitat rehabilitation techniques, fish stocking and other fisheries management techniques.

Analyzes and correlates local wildlife information and impact and makes recommendations concerning its regulation.

Studies fish population, growth rate, migrations, survival of plantings and the abundance of young fish from natural reproduction.

Recommends changes in fish regulations and seeks public support for it.

Prepares prescriptions that identify and recommend solutions to fisheries problems.

Makes recommendations to acquire land based on ecosystem management, recreation needs and state needs and directs land acquisition efforts.

Monitors and assists in the state's Geographic Information Systems (GIS) efforts.

Directs mineral programs, monitors mineral leasing and development activities.

Directs geographic and geological studies and mapping of the land cover data in the state.

Directs the awarding of mineral assignments and unitization agreements for oil and gas development.

Oversees an inventory of land resources and current land use in the state.

Attends or addresses meetings, maintains press, radio and television contacts, write technical papers, and works with clubs, schools and organizations to gain public support.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required in the area of specialty at the 12 level, and thorough knowledge is required in the area of specialty at the 13 and 14 levels.

Knowledge of training and supervisory techniques, and employee policies and procedures.

Knowledge of labor relations and equal employment opportunity policies and procedures.

Knowledge of the laws, principles, and practices of natural resources ecosystem management including conservation, protection and use.

Knowledge of inventory methods and the methods of surveying, mapping, estimating forest lands and evaluating mineral and natural resources values.

Knowledge of land acquisition tools for natural resources protection and management.

Knowledge of land appraisal techniques to determine natural resources' values.

Knowledge of GIS and its uses related to natural resources management.

Knowledge of metallic and non-metallic mineral development, production and management.

Knowledge of the method of collection, analysis and reporting of geological data.

Knowledge of forest fire laws and control methods, including prevention, detection and suppression.

Knowledge of silviculture, timber cruise and appraisal methods, forest pathology and entomology.

Knowledge of wildlife biology and management, zoology, ornithology, animal ecology and wetland management.

Knowledge of fisheries biology, fisheries management and limnology.

Knowledge of habitat requirements for various wildlife species and communities and the accepted methods for producing and maintaining suitable habitat for those species and communities.

Knowledge of the principles and practices of fisheries management.

Knowledge of the fish and plant life in Michigan including the kinds, distribution, and importance of various species and their habits and requirements.

Knowledge of the methods and equipment used in fisheries management.

Knowledge of the methods of preparing fisheries development and improvement projects.

Knowledge of shoreline dynamics and ecosystems.

Ability to instruct, direct and evaluate employees.

Ability to do technical studies and to prepare technical reports and articles related to natural resources.

Ability to direct natural resources management in a district of the state.

Ability to prepare geological maps, map land areas, and inventory environmental conditions to determine their suitability for natural resources projects.

Ability to participate in gross pathological examinations of game animals and birds.

Ability to interpret complex scientific and legal documents.

Ability to communicate effectively with others and to maintain favorable public relations.

Working Conditions

Some jobs require an employee to be exposed to inclement weather conditions.

Physical Requirements

None

Education

Possession of a bachelor's degree in forestry, forest management, wildlife management, wildlife biology, animal ecology, fisheries biology, fisheries management, limnology, zoology, geology, engineering, geography, natural resources, resources management, or a related field.

Experience

Natural Resources Manager 12

Three years of professional experience equivalent to a Forester, Fisheries Biologist, Environmental Quality Analyst, Geologist, Resources Analyst, or Wildlife Biologist, including one year equivalent to the P11 level.

Natural Resources Manager 13

Four years of professional experience equivalent to a Forester, Fisheries Biologist, Environmental Quality Analyst, Geologist, Resources Analyst, or Wildlife Biologist, including two years equivalent to the P11 level or one year equivalent to the 12 level.

Natural Resources Manager 14

Five years of professional experience equivalent to a Forester, Fisheries Biologist, Environmental Quality Analyst, Geologist, Resources Analyst, or Wildlife Biologist, including three years equivalent to the P11 level, two years equivalent to the 12 level, or one year equivalent to a Natural Resources Manager 13, Forest Management Specialist 13, Fisheries Biology Specialist 13, Environmental Quality Specialist 13, Geology Specialist 13, Resources Specialist 13, or Wildlife Biology Specialist 13.

Alternate Education and Experience

Natural Resources Manager 12

Possession of a bachelor's degree in any major and five years of experience in a Scientific & Engineering technician classification including three years equivalent to the E10 level, two years equivalent to the 11 level, or one year equivalent to the 12 level. Experience gained in the Scientific & Engineering technician classification must be related to the departmental programs and services that provide the required knowledge, skills and abilities as identified by the appointing authority.

Natural Resources Manager 13

Possession of a bachelor's degree in any major and two years of experience in the management of public lands equivalent to a Property Analyst P11 or, one year of experience in the management of public lands equivalent to a Property Analyst 12 may be substituted for the education and experience requirements.

OR

Educational level typically acquired through completion of high school and eight years of forest fire experience, including four years of experience equivalent to a Forest Fire Officer Supervisor 1 in state service. (Bachelor's degree in forestry, natural resources management, or fire science may be substituted for up to two years of the required Forest Fire Officer Supervisor experience.)

Natural Resources Manager 14

Possession of a bachelor's degree in any major and three years of experience in the management of public lands equivalent to a Property Analyst P11, two years of experience in the management of public lands equivalent to Property Analyst 12 or, one year of experience in the management of public lands equivalent to a Property Specialist 13 or Property Manager 13 may be substituted for the education and experience requirements.

OR

Possession of a bachelor's degree in any major and eight years of fisheries tech experience including four years of experience equivalent to a Natural Resources Tech Supervisor 1 in state service.

Special Requirements, Licenses, and Certifications

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

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

NATRSCMGR

Job Code Description

NATURAL RESOURCES MANAGER

Position Title

Natural Resource Manager-1

Natural Resource Manager-2

Natural Resource Manager-3

Position Code

NATRMGR1

NATRMGR2

NATRMGR3

Pay Schedule

NERE-106

NERE-107

NERE-108

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09/09/2018