

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**RESEARCH BIOLOGY SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a research 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 - Research Biology Spl 2**

Research 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 - Research Biology Spl 3**

Research 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 procedural development.

Participates in budget development.

Represents the official at meetings.

**Specialist:**

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

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.

Conducts research on an assigned problem in fish biology or wildlife management.

Conducts field and laboratory studies on assigned problem.

Plans and organizes individual fisheries and wildlife research projects.

Develops and tests new scientific methods in fisheries or wildlife management.

Records and interprets findings of fisheries or wildlife research.

Writes technical reports based on analysis.

Makes recommendations based on research results.

Advises and consults with other fisheries or wildlife biologists.

Represents the department at public meetings, conferences, conventions, and conservation clubs.

Writes magazine and/or professional journal articles.

Interprets scientific findings to the public.

Plans and coordinates the training of staff.

Conducts special projects.

Prepares special studies and reports.

Maintains records, 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 reporting methods and techniques.

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

Knowledge of research methodology.

Knowledge of statistical theory and techniques.

Knowledge of Michigan's fish life or wildlife management.

Knowledge of effective methods of presenting scientific data and reports.

Knowledge of sources of literature and current developments in fisheries or wildlife research.

Knowledge of equipment used in biological research.

Knowledge of biological conditions in Michigan for aquatic biology or wildlife management.

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

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to plan, assign, and coordinate research projects.

Ability to apply results of research projects.

Ability to use statistical methods and procedures.

Ability to analyze and interpret research findings.

Ability to present findings in written or graphic form.

**Working Conditions**

Some jobs require an employee to work outdoors in a variety of weather conditions at state owned wildlife areas, or on any of the state's waters.

**Physical Requirements**

The job duties require long periods of standing and walking and some carrying of equipment and supplies in the field.

## **Education**

Possession of a thesis-based master's degree in wildlife management, wildlife biology, fisheries management, fisheries biology, or a related biological science with a research emphasis, including 8 semester (12 term) credits of upper-undergraduate or graduate-level courses which must include a course in experimental design and other courses in quantitative methods such as advanced calculus, computer science, statistics, or mathematical modeling.

## **Experience**

### Research Biology Specialist 13

Four years of professional experience in the areas of fisheries or wildlife research equivalent to a Research Biologist, including two years equivalent to a Research Biologist P11 or one year equivalent to a Research Biologist 12.

### Research Biology Specialist 14

Five years of professional experience in the areas of fisheries or wildlife research equivalent to a Research Biologist, including three years equivalent to a Research Biologist P11, two years equivalent to a Research Biologist 12, or one year equivalent to a Research Biology Specialist 13.

## **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**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>	<b><u>Pay Schedule</u></b>
RESBIOSPL	RESEARCH BIOLOGY SPECIALIST	
<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Research Biology Spl 2	RESHSPL2	H21-014
Research Biology Spl 3	RESHSPL3	H21-017

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