

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
WILDLIFE BIOLOGY SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a wildlife 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 - Wildlife Biologist Spl 2

Wildlife 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 - Wildlife Biologist Spl 3

Wildlife 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:

Serves as a technical wildlife advisor in the area of assigned program specialization.

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

Formulates procedures, policies and guidelines for assigned wildlife management programs.

Develops wildlife management program goals and plans for implementation.

Plans and evaluates technical wildlife studies and surveys.

Investigates and maps land areas to determine their suitability for wildlife projects; prepares descriptions of the locations, topography, percentage of cover types, lakes and streams, and the abundance of game in such areas.

Conducts wildlife population surveys and prepares reports on findings.

Analyzes and correlates local wildlife population information and makes recommendations for setting seasons and bag limits.

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

Makes recommendations in areas of expertise for the program.

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 reporting methods and techniques.

Knowledge of the principles and practices of wildlife management.

Knowledge of game biology, particularly in wildlife phases.

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

Knowledge of cover and food requirements for wildlife.

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

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 interpret research results as a basis for developing wildlife management programs.

Working Conditions

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

Physical Requirements

The job duties may require an employee to traverse rough terrain.

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 Biology Specialist 13

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

Wildlife Biology Specialist 14

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

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

WILDBISPL

Job Code Description

WILDLIFE BIOLOGY SPECIALIST

Position Title

Wildlife Biologist Spl 2

Wildlife Biologist Spl 3

Position Code

WILDSPL2

WILDSPL3

Pay Schedule

H21-014

H21-017

SA

10/25/2015