

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**AQUATIC BIOLOGY SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists, with responsibility for an aquatic 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 - Aquatic Biology Spl 2**

Aquatic 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 - Aquatic Biology Spl 3**

Aquatic 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 development of procedures.

Participates in budget development.

Represents the official at meetings.

Specialist:

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

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

Formulates procedures, policies, and guidelines for assigned aquatic programs.

Develops aquatic biology management program goals and plans for implementation.

Serves as an expert witness for aquatic biology programs or other areas of expertise.

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 in aquatic biology activities.

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 and planning, developing, and administering programs.

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

Knowledge of aquatic organisms which are used as pollution indicators.

Knowledge of the collection and care of aquatic biological specimens.

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

Knowledge of the procedures and practices followed in the identification and classification of aquatic plants, fish, and invertebrates as pollution indicators.

Knowledge of the types and nature of fish disease and parasites.

Knowledge of water quality investigation and control.

Knowledge of the operation and maintenance of scientific equipment used in research in aquatic biology.

Knowledge of the application of statistical methods to research data in aquatic biology.

Knowledge of common sources of literature and current developments in the field of water pollution biology.

Ability to apply knowledge of the activities and techniques of aquatic biology.

Ability to conduct an activity in aquatic biology.

Ability to collect and identify aquatic biota.

Ability to conduct technical and/or scientific studies and prepare related reports and articles.

Ability to compile technical, scientific data.

Ability to interpret tests and surveys, analyze results, and follow through with appropriate course of action.

Ability to operate scientific equipment used in conducting investigations and analyses.

Ability to serve as a technical advisor to others on work related topics.

Ability to conduct liaison activities with others on matters related to aquatic biology.

Ability to provide expert testimony at hearings.

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

Ability to effectively communicate with others both verbally and in writing.

Ability to maintain favorable public relations.

### **Working Conditions**

Some jobs require travel.

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

### **Physical Requirements**

The job duties require an employee to lift and/or move heavy objects.

### **Education**

Possession of a bachelor's degree in the natural or physical sciences with at least 24 semester (36 term) credits in one or a combination of the following: aquatic biology, aquatic entomology, environmental science, environmental toxicology, fisheries biology, hydrology, limnology, statistics, water science or wetland ecology.

### **Experience**

#### **Aquatic Biology Specialist 13**

Four years of professional experience in assessing the effects of pollution or aquatic life equivalent to an Aquatic Biologist, including two years equivalent to an Aquatic Biologist P11 or one year equivalent to an Aquatic Biologist 12.

## Aquatic Biology Specialist 14

Five years of professional experience in assessing the effects of pollution or aquatic life equivalent to an Aquatic Biologist, including three years equivalent to an Aquatic Biologist P11, two years equivalent to an Aquatic Biologist 12, or one year equivalent to an Aquatic 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**

#### **Job Code**

AQUASPL

#### **Job Code Description**

AQUATIC BIOLOGY SPECIALIST

#### **Position Title**

Aquatic Biology Spl 2

Aquatic Biology Spl 3

#### **Position Code**

AQUSPL2

AQUSPL3

#### **Pay Schedule**

H21-014

H21-017

SA

10/25/2015