

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**WILDLIFE BIOLOGIST
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wisconsin Administrative Code, for making classification decisions relative to present and future Professional Science Bargaining Unit wildlife positions. Positions allocated to this series promote and manage wildlife resource management programs within the Department of Natural Resources, or are responsible for administering programs in agricultural land use/conservation at the Department of Agriculture, Trade, and Consumer Protection, Division of Agricultural Resource Management. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definitions of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses positions in the Professional Science Bargaining Unit, found in the central, regional, service center, or field offices of the Department of Natural Resources, or at the Department of Agriculture, Trade and Consumer Protection, Division of Agricultural Resources Management.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which meet the statutory definitions of supervisor and management, as defined in 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which are responsible for wildlife research or endangered resources for a majority of the time, and are more appropriately allocated to the Natural Resources Research Scientist or Conservation Biologist classification, even if such positions deal with wildlife biology or habitats.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees typically enter this classification series by competitive examination. Progression to the senior level will occur through reclassification. Progression to the advanced level will typically occur through some form of competitive examination.

II. DEFINITIONS

WILDLIFE BIOLOGIST

Positions work under close, progressing to general, supervision. Principles and practices have been learned prior to entrance into this classification series. The emphasis is in developing skills in working with and/or understanding the program, state systems, user group(s), and the mechanics of the program; and developing an understanding of and applying the statutes, rules, regulations, administrative code, and standards required in the program area. Initial work assignments are well defined and short term in duration. Over time, the work assignments become long term or short term, with the employee expected to exercise independent judgment in determining specifics and priorities, as the objectives are progressively less clear. The positions may be in contact with outside entities and may have assignments which cross program lines, depending on where the individual employee's performance level is determined. The supervisor reviews the work to determine the completeness or accuracy and adherence to policy.

WILDLIFE BIOLOGIST-SENIOR

This classification identifies positions functioning at the full performance level which are responsible for providing professional wildlife management work. These positions function as (1) wildlife or land-use biologists, responsible for developing, administering, and evaluating the wildlife program in an assigned area of a region; (2) a wildlife or land-use biologist, responsible for developing, administering, and evaluating a major portion of the wildlife, sustainable agriculture, or farmland preservation program being implemented regionwide; or (3) as a program specialist, responsible for the implementation of a statewide program which is small in scope and complexity, and does not have the interaction and development which is found at the advanced level. The work is performed under general supervision. These positions develop and work on major work projects with little or no specific direction or review; assume an independent role in working with consultants, other governmental agencies, and department staff; and make decisions independently on complex assignments.

Representative Position:

Wildlife Biologist - Plan and direct the wildlife management program, including habitat development and maintenance, acquisition, planning, public information, damage control, surveys, and general administration in the assigned area, under general supervision. Duties include preparing annual reports for projects and monitoring projects and project expenses; directing LTEs; serving on interdisciplinary teams in developing integrated management within the area; serving on special protection and management committees, as assigned; and developing and implementing public awareness programs.

WILDLIFE BIOLOGIST-ADVANCED

This is advanced professional work in wildlife management. Positions at this level serve as the department expert for a significant segment of the wildlife or land-use program which devote the majority of their time and are responsible for developing, implementing, monitoring, and evaluating statewide policies and programs; function under general supervision; work independently; and are considered to be the statewide expert in their assigned program area. These positions require continually high level and complex contacts regarding highly sensitive and complex wildlife issues; have significant policy impact; represent an important aspect of the program; and involve continuing expertise.

Representative Positions:

Upland Wildlife and Outdoor Heritage Specialist – Develop and direct Wisconsin's upland wildlife management program, including chairing the advisory committee, developing/revising statutes, administrative rules, manual codes, and annual hunting regulations; reviewing pamphlets, application, and license forms; refining education programs; and recommending management strategies for upland wildlife. Additionally, this position directs the statewide Wisconsin Outdoor Heritage Program to insure the future of hunting-oriented outdoor recreation.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective October 12, 1997, and announced in Bulletin CC/SC-74, in order to describe positions which perform wildlife biologist work at the Department of Natural Resources and the Department of Agriculture, Trade and Consumer Protection. The creation of this classification series resulted from the Governor's Human Resource Reform Commission recommendation to simplify the classification system. This action resulted in the abolishment of the Wildlife Biologist classification series (class codes 55261 through 55265) and the Wildlife Biologist Specialist Senior Management classification (class code 55266).

The specification was modified effective March 12, 2000, and announced in Bulletin CLR/SC-109, in order to reflect the elimination of the management designation within this series. Those positions meeting the management designation are now included in the Natural Resources Staff Specialist series, which was created as a result of the expansion of broadbanding in March 2000.

This classification series was modified effective May 5, 2002, and announced in Bulletin MRS-SC-138, as a result of a reorganization within the Department of Natural Resources.

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