



# Department of Natural Resources

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## THE DEPARTMENT

Protecting Michigan's environment . . . conserving its natural resources. . . providing outdoor opportunities for this State's citizens and visitors. That, in a few words, sums up the broad job of Michigan's Department of Natural Resources (DNR) and its 3000 to 4000 full-time and temporary employees who work for this state.

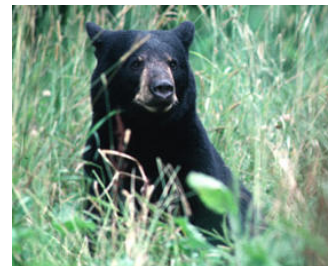
The DNR is large and complex. It is composed of a number of bureaus and divisions based at the Department's headquarters in Lansing.

More than ninety percent (90%) of the DNR's employees, however, work in its field organization, which has offices throughout the State.

For a long time, the DNR was looked upon as mainly a fish and game department, although it has been much more than that since its establishment in 1921. From the beginning, its authority has extended over forests, parks, minerals of all kinds, and virtually all state-owned lands. During the 1960s, its scope was broadened to include urban recreation.

In 1966, the DNR further expanded to include the functions of the Water Resources Commission, Waterways Commission (harbors and water access sites) and Boating Control Committee (marine safety).

Thus, the scope and importance of today's DNR is truly awesome. The DNR's policies, programs and activities have a heavy impact on every Michigan citizen. It can truly be said that what the DNR does affects the lives of more people in more ways than the operations of any other state administrative agency.



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## FRINGE BENEFITS

All full-time classified State employees are eligible to enroll in state-sponsored group health, life, dental, vision and long-term disability insurance. A less than full-time classified State employee's insurance eligibility will be dependent on the number of hours worked per calendar year.

Classified State employees earn four hours of annual leave (vacation) for each completed two-week (80 hour) work period, equivalent to 13 work days for a completed year. After one year, two additional days are folded into your annual leave accrual. Two additional days will be earned for every five years of continuous service.

Employees may accumulate annual leave of up to 30 days (or additional in accordance with total years of service) and when they leave State service, they are paid for unused annual leave at the current rate of pay. Twelve paid holidays and sixteen hours of additional leave are granted each year. Thirteen sick leave days are also earned annually with unlimited accumulation.

Annual and sick leave accruals for a less than full-time classified State employee will be based on the number of hours worked each pay period.

An annual longevity payment is made to employees who complete an aggregate of six years (12,480 hours) of continuous classified service. New employees are automatically enrolled in a 401-type retirement system as of March 30, 1997. The State contributes 4% and will match an employee's contribution up to an additional 3%. Employees are fully vested after four years. State employees are also included under social security.

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## HOW TO APPLY

All classified positions in this Department are under the jurisdiction of the Michigan Civil Service Commission. Some positions require that the applicant participate in an examination process for placement on an applicant pool prior to being considered for vacancies, while others are filled directly through a vacancy posting process. Applicants should contact the Department of Civil Service at 517-373-3048 or check their web-site at <http://www.michigan.gov/mdcs> to determine which classifications require examinations and which are filled strictly through a vacancy posting system.

The DNR does not accept unsolicited resumes; only material received for a specific vacancy will be retained and may be considered. Applicants must submit the required material each time as noted on the vacancy posting to be considered for that position.

The DNR develops applicant pools for most positions by posting vacancies on the Civil Service Job Posting site at <http://www.michigan.gov/mdcs>. The vacancy posting site is updated on a regular basis. Applicants interested in working for the DNR should periodically check this site for available vacancies. An applicant who wants to apply for a posted vacancy will need to complete a DNR Employment Application (Form PR7123e) and submit it directly to the DNR with a current resume and cover letter identifying which position the applicant is applying for. Some postings may also require submission of college transcripts, completion of a written exercise or other application materials. If additional information is required, it will be noted on the posting.

Examination processes are administered by the Department of Civil Service. Some positions may require written examination. Applicants who receive a passing score are placed in an applicant pool(s) maintained by the Department of Civil Service. When the DNR has a vacancy for a classification that requires a written examination, we obtain a certified applicant pool from the Department of Civil Service. All applicants for a vacancy requiring a Civil Service examination must be in the proper applicant pool to be considered.

The minimum education and/or experience requirements for all positions are listed on the Department of Civil Service's home page at <http://www.michigan.gov/mdcs>, within the "Employment Information" link.

In considering an applicant's educational qualifications for a position, Civil Service recognizes only those courses taken in high schools, two and four year colleges, and universities. Some colleges and universities offer certain correspondence courses which may be applied toward a degree, and such courses are recognized by Civil Service.

If an applicant does not have a high school diploma, the Department of Civil Service recognizes completion of the General Education Development test (G.E.D.) as the equivalent to high school graduation. Contact local school authorities for information.

Courses taken by the home study method from a correspondence school are not recognized by the Department of Civil Service as fulfillment for educational requirements.

The DNR cannot recommend specific schools to attend, any more than it can recommend specific courses or curricula. College registrar offices can give information on types of courses available.

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## College Degreed or Advanced Training Positions:

**Entry Level Professional Positions** – Professional positions require that an applicant possess a bachelor's degree or higher. While the DNR hires applicants with business and administrative/liberal arts degrees (BA), the majority of professional positions filled in the Department of Natural Resources require an applicant to possess a degree with a major in natural resources, or in an engineering/scientific area (ES). Some of the BA positions include Accountant, Auditor, Departmental Analyst, Park Interpreter, Property Analyst, etc. A few BA positions, such as the Departmental Analyst-Trainee, allow for specific state of Michigan work experience to substitute for the required education. The professional ES positions include the Fisheries Biologist, Forester and Wildlife Biologist. There is no examination process for these positions. Applicants meeting the minimum education and experience requirements apply directly to vacancy postings.



**Entry Level Para-Professional Positions** – The DNR utilizes a variety of technical classes in both the business and administrative (BA) and engineering/scientific (ES) groups.

Some examples of ES positions used in the DNR include: Fisheries Technician, Forest Technician and Wildlife Technician. To qualify for one of the ES technician positions, an applicant must possess an associate's degree or higher with specific coursework (i.e. Fisheries

Technician requires an associate's degree in science with coursework emphasis in limnology, ichthyology, aquatic systems, or field biology).

The BA technicians utilized by the DNR are the Accounting Technician, Drafting Technician, and the Departmental Technician. Applicants qualify for these classifications by possessing the appropriate experience.

There is no examination process for the technicians. Applicants meeting the minimum education and/or experience requirements apply directly to vacancy postings.

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## High School or GED Positions:

**Administrative Support/Clerical Positions** – The administrative support/clerical positions utilized by the DNR include the Accounting Assistant, Communications Assistant, Data Coding Operator, General Office Assistant, Secretary and Word Processing Assistant.

The minimum education requirement for the administrative support/clerical positions is possession of a high school degree or GED certificate. With the exception of the Secretary, there is no minimum experience at the entry level. The Secretary does require at least two years of specific administrative support experience.

Applicants must participate and pass Civil Service examination #5029-Administrative Support, prior to applying for posted vacancies in this area. See the Civil Service website at <http://www.michigan.gov/mdcs>.

**Labor & Trades/Maintenance Positions** – This group includes the Equipment Operator, Fisheries Assistant, Forest Fire Officer, Laborer, Maintenance Mechanic, Park and Recreation Ranger and Wildlife Assistant.



The minimum education requirement for these classifications is a high school degree or GED certificate. Some positions require specialized experience, while others require no specific amount or type of experience.



No written examination exists for these positions. Applicants interested in these classifications may inquire directly at the park, recreation area or other Department of Natural Resources facility where they would be interesting in working. Most jobs are filled from vacancy posting on the Department of Civil Service website and interested applicants should supply the information required on the posting.

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## ADVANCEMENT POTENTIAL

Employees' progress through an established pay grade and range, with satisfactory performance evaluations, to the experienced level. Employees become eligible for promotional opportunities upon meeting the minimum education and/or experience requirements for positions at the advanced, specialist or supervisor/managerial levels.

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## NON-CAREER POSITIONS

### MICHIGAN CIVILIAN CONSERVATION CORPS/AMERICORPS



This special program provides a variety of service opportunities to prepare young adults for future employment by enhancing on-the-job skills, offering many training opportunities, and providing hands-on work experience to protect Michigan's unique natural heritage.

**Requirements** – Corps members must be residents of Michigan, 18-25 years of age, be unemployed at the time of enrollment and have a Social Security card before enrolling. Corps members may not be the son or daughter of an elected or appointed official nor can they have been employed by the DNR within the last 30 days. Vacancies information is available on the [MCCC/AmeriCorps Stewardship Crews](#).

**Examples of Work** -- Stewardship crews may work on invasive species control; assisting with prescribed fire; collecting seeds from native plants; restoration efforts. Additional crews are needed to construct and prepare signs, to complete construction projects and develop habitat and recreation facilities.

### STATE WORKER

Employees in this classification perform a variety of unskilled, outdoor and indoor tasks. This is a very popular position, usually lasting from 12 weeks to six months over the summer months for 719 or 1040 hours of work depending on the collective bargaining unit.



**Requirements** -- Applicants must apply directly at the field office, district office, fish hatchery, park, or recreation area of their choice. No specific education or experience is required.

**Examples of Work** -- Cares for lawns, trees, shrubs, flowers, and vegetables; shovels dirt or debris; sweeps sidewalks, docks, lanes, and driveways; sweeps, mops, scrubs, waxes and polishes floors; washes and waxes automobiles, trucks, and other vehicles; assists in routine repetitive-type office clerical work; records and delivers messages and/or office mail; performs any duties necessary to maintain a state park or other facility.

### STUDENT ASSISTANT

Occasionally, the DNR has a need for short-term or part-time supplementary help in professional, sub-professional, or technical endeavors. For this, college students (undergraduates or graduates) may be employed, provided their field of specialization in college relates to the field of employment.

**Requirements** -- An individual must be a registered student in a Michigan college or university and must provide documentation from their college or university with the application form (CS 424) as well as documenting their continued eligibility on a bi-annual basis. There is no Civil Service examination for the Student Assistant. Applications are only accepted for posted vacancies. Vacancy information and the Student Assistant Application is located on the Civil Service Job Posting site at <http://www.michigan.gov/mdcs>



**Examples of Work** -- Students will perform a variety of duties assisting engineers, biologists, department analysts, etc.

## CAREER NON-DEGREE POSITIONS

### CONSERVATION OFFICER

Employees in this classification are engaged primarily in the enforcement of environmental and natural resources laws.



**Requirements** -- High school diploma or GED certificate. No specific type or amount of experience is required. The ability to pass tests demonstrating physical, physiological and mental fitness, adequate for performing the work of a Conservation Officer. The entry level Conservation Officer is part of Civil Service exam #2002 (Law Enforcement Career Entry). Applicants must complete the exam process prior to being considered for vacancies. The

DNR contacts all eligible applicants for vacancies. Additional screening criteria may be used to evaluate applicants in the Civil Service applicant pool to identify those who have a greater number of additional desired qualifications. Typically, successful applicants may possess one or more of a number of different qualifications, such as: public safety/police/military experience, college level coursework in law enforcement and natural resource areas, proficiency with computers and communications equipment, etc.

**Examples of Work** -- Travels assigned area by car, boat, snowmobile, motorcycle, and/or on foot to observe persons engaged in the taking of fish and game or engaged in other recreational work or leisure-time pursuits, to insure that methods, conduct, and equipment used are lawful, and to apprehend violators; inspects hunters, anglers, and trappers to ascertain compliance with laws, including those regulating licensure, bag limits, methods, equipment and species taken; enforces laws and regulations governing operation and use of snowmobiles, all-terrain vehicles, off-road vehicles, and watercrafts; inspects vehicles for proper registration, equipment, and methods of operations; enforces statutes and regulations such as those governing the use of parks and forests, the disposal of trash, oil and gas wastes, the dredging and filling of water courses, construction of dams and floodplain usage, and others. Perform related tasks as assigned.



### EQUIPMENT OPERATOR

Employees in this class operate gas and diesel-driven equipment in developing roads, trails, dikes, fishing sites, and building sites.

**Requirements** -- Applicants must possess a high school degree or GED certificate, with one year of experience in the operation of motorized equipment used in construction, maintenance, heavy transport, agriculture or forestry. Some positions may require that the employee be able to obtain and maintain a Commercial Drivers License. The Equipment Operator is not a tested classification. Applicants meeting the minimum education and or experience requirements must apply to a vacancy posting. Applications are only accepted for posted vacancies. Vacancy information is located on the Civil Service Job Posting site at <http://www.michigan.gov/mdcs>.

**Examples of Work** -- Operates a variety of maintenance or construction equipment including power graders, four-wheel-drive maintenance units, backhoes, mudjack machines, front-end loaders, tractors with attachments, bulldozers, and light and heavy maintenance trucks.



## FOREST FIRE OFFICER

Employees in this class perform a range of forestry activities designed to protect and maintain forest lands, their resources, and structures for environmental, economic, and recreational purposes.

**Requirements** -- Applicants must possess a high school degree or GED certificate, and work experience fighting fires as a member of an organized fire department (state, county, township, municipal, etc.) with completion of the Michigan Fire Fighter's Training Council's Level I A and B Basic Training Course or an equivalent military training course. (Two years of college 15 semesters (23-terms) credit hours in natural resources, fire technology, or forest technology may be substituted for the experience requirement.) All positions require that the employee be able to complete physical capability testing. Other positions may require an employee to obtain and maintain a Commercial Drivers License. The Forest Fire Officer is not a tested classification. Applications are only accepted for posted vacancies. Vacancy information is located on the Civil Service Job Posting site at <http://www.michigan.gov/mdcs>



**Examples of Work** -- Involved in wildfire suppression activities: Assists in organizing workers and facilities, and prepares fire action plan in advance of fires by contacting private equipment owners, park managers, foresters, and logging operators to arrange for tools, equipment and helpers. Directs control efforts during fires, plans attacks on fires, establishes communications, recruits and transports fire fighters, and mobilizes equipment; coordinates department efforts with those of local police and fire officials. Appraises damage caused by fires; constructs and maintains truck trails, access roads, and fire lanes; makes studies relating to forest fires, including causes, locations where fires are most prevalent and time and season of occurrence.

## PARK & RECREATION RANGER

Employees in this class series participate in and oversee safety and security activities designed to provide a safe and secure environment for outdoor recreation in state parks and recreation areas. The rangers utilize knowledge of park rules and regulations, as well as basic manual skills, related to hand power tools used in park/recreation area maintenance projects.



**Requirements** -- Applicants must possess a high school degree or GED certificate. No specific experience is required. Applicant must have the ability to understand and carry out oral and written instructions. The ability to: learn and apply some knowledge of park rules and regulations; to meet the public and gain the required cooperation; to use common hand and small power tools used in minor building construction maintenance. Some positions require that the employee be able to complete and maintain an annual Parks & Recreation Commission certification program, including physical capability testing and tactical training evaluations. Other positions may require an employee to obtain and maintain a Commercial Drivers License. The entry level Park and Recreation Ranger is not a tested classification. Applications are only accepted for posted vacancies. Vacancy information is located on the Civil Service Job Posting site at <http://www.michigan.gov/mdcs>.



**Examples of Work** -- Patrols the campground area on foot and by vehicle to observe park users' activities; brings instances of non-compliance with park rules to the attention of the visitor and requests compliance of the same; enforces park rules in accordance with authorized commission; registers campers, collects camping fees, and sells applicable motor vehicle permits; performs maintenance-related activities throughout park and recreation areas.

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## TWO-YEAR DEGREE POSITIONS

### DRAFTING TECHNICIAN

Employees in this class perform a variety of specialized technical assignments in a specific area of drafting, utilizing the effective methods and techniques to carry out a mapping, architectural or engineering drafting program.

**Requirements** -- Possession of an associate degree in civil technology, drafting technology, or architectural technology. No specific type or amount of experience is required at the entry level. The Drafting Technician is not a tested classification. Applications are only accepted for posted vacancies. Vacancy information is located on the Civil Service Job Posting site at <http://www.michigan.gov/mdcs>

**Examples of Work** -- Prepares simple layout and designs; draws and traces maps and makes revisions in base and road maps; prepares charts and graphs illustrating data, such as construction and plan progress costs; interprets and plots surveyor's notes; letters and traces detailed final plans and working drawings.

### FISHERIES TECHNICIAN

Employees in this class perform a range of fisheries management support activities in order to protect, develop, and maintain populations of fish species for environmental and recreational purposes.

**Requirements** -- Possession of an associate degree in science with coursework emphasis in limnology, ichthyology, aquatic systems or field biology. No specific type or amount of experience is required at the entry level. The Fisheries Technician is not a tested classification. Applications are only accepted for posted vacancies. Vacancy information is located on the Civil Service Job Posting site at <http://www.michigan.gov/mdcs>.



**Examples of Work** -- Participates in the rearing of fish in hatcheries, ponds or marshes; surveys lakes, streams and marshes for identification of fish, fauna and soil types; participates in collection and fertilization of eggs from fish; tabulates fisheries data and prepares summaries for reports; performs fish age and growth analysis; collects and processes limnological samples from lakes and streams designs and/or constructs equipment for stream improvements, erosion control, and other habitat improvement projects.

### WILDLIFE TECHNICIAN

Employees in this class perform a range of wildlife management support activities in order to protect, develop, and maintain the state's natural wildlife population for environmental and recreational purposes. Work is normally performed outdoors within a state game, recreation or forest area.

**Requirements** -- Possession of an associate degree in wildlife technology, wildlife biology, wildlife management or agriculture. No specific type or amount of experience is required at the entry level. The Wildlife Technician is not a tested classification. Applications are only accepted for posted vacancies. Vacancy information is located on the Civil Service Job Posting site at <http://www.michigan.gov/mdcs>



**Examples of Work** -- Participates in improvement activities in the game area, planning the area habitat management program, and evaluating habitat conditions; obtains biological data by trapping and tagging animals and waterfowl, making hunter-use checks, game-bag checks, waterfowl counts, and similar investigations; assists in planning food and cover for wildlife species; plows, seeds, and cultivates herbaceous food and cover crops, and plants trees and shrubs; maintains trails and roads, makes brush shelters, and manages vegetation in food patches.

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## FOUR YEAR DEGREE POSITIONS

### FISHERIES BIOLOGIST



Employees in this class complete a variety of assignments to ensure that the State's fisheries are appropriately maintained, and that environmental conditions are suitable for the respective species.

**Requirements** -- Possession of a bachelor degree with a major in fisheries biology, fisheries management, aquatic biology, or zoology. No specific amount or type of experience is required at the entry level. The Fisheries Biologist is not a tested classification. Applications are only accepted for posted vacancies. Vacancy

information is located on the Civil Service Job Posting site at <http://www.michigan.gov/mdcs>.

**Examples of Work** -- Collects, records and summarizes biological data and other information for use in technical studies or for developing fisheries management plans; conducts studies to determine survival, growth and migration of fish; develop comprehensive management plans to maintain and restore fisheries and habitat; prepares applications for federally funded fisheries programs; and/or monitors fish plantings to ensure appropriate inventories are maintained.

### FORESTER

Employees in this class participate in forest management activities designed to protect, develop and maintain forest lands and their natural resources for environmental, economic and recreational purposes.

**Requirements** -- Possession of a bachelor degree with a major in forestry. No specific amount or type of experience is required at the entry level. The Forester is not a tested classification. Applications are only accepted for posted vacancies. Vacancy information is located on the Civil Service Job Posting site at <http://www.michigan.gov/mdcs>.



**Examples of Work** -- Compiles detailed technical data and other information for use in technical studies or for developing forest management plans; maps forest types, density, stocking, ground cover and soil, and records forest conditions such as fire, history and similar facts; compiles data for measuring the public need of, and benefit from the use of state forest activities; determines the location of state timber and planting sites in accordance with legal land descriptions; provides assistance to landowners; scales forest products sold from state lands and inspects them for conformance with sale specifications; participates in timber sale activities.

### FACILITIES ENGINEER

Employees in this class complete a variety of engineering assignments within a specialized area of engineering.

**Requirements** -- Possession of a bachelor degree in engineering. No specific amount or type of experience is required at the entry level. The Facilities Engineer is not a tested classification. Applications are only accepted for posted vacancies. Vacancy information is located on the Civil Service Job Posting site at

<http://www.michigan.gov/mdcs>.



**Examples of Work** -- Examines and approves engineering and architectural drawings and design computations for public buildings and places of employment to ensure compliance with sound engineering practices and established standards, codes, and regulations. Conducts preliminary surveys and prepares schematic, preliminary, and work drawings for the construction and maintenance of new or remodeled structures and facilities. Estimates costs of projects, writes contracts and specifications for labor, materials and equipment for construction projects, and secures bids from contractors. Conducts periodic inspections of work in progress, discusses plans, specifications, and work schedules with contractors and resolves problems associated with projects. Maintains records of progress, quantities, changes, delays, and other pertinent factors; impacting construction projects.

## PARK INTERPRETER

Employees in this class participate in a variety of assignments to carry out interpretive programs involving the natural features of park and recreation areas.



**Requirements** -- Possession of a bachelor degree with a major in natural science or park management. No specific amount or type of experience is required at the entry level. The Park Interpreter is not a tested classification. Applications are only accepted for posted vacancies. Vacancy information is located on the Civil Service Job Posting site at <http://www.michigan.gov/mdcs>.

**Examples of Work** -- Operates a nature center, museum or interpretive center in a state park or recreation area; interprets natural, scientific and man-made features of an area to increase the park visitor's appreciation of the natural and historic values of the state; operates and maintains park equipment, sophisticated audio-visual equipment, etc. Initiates and conducts research concerning natural, man-made features for inclusion in park interpretive master plans, exhibits and programs.

## RESEARCH BIOLOGIST

Employees in this class participate in a variety of fisheries or wildlife research assignments involving systematic observation and experimentation to search for new knowledge.

**Requirements** -- Possession of a thesis based master's degree with a major in fisheries biology, fisheries management, wildlife biology, wildlife management or a related biological science with research emphasis. Included must be 12 term credits (8 semester credits) of upper undergraduate or graduate level courses which provide training in experimental design, statistics, computer science and other quantitative methods such as advance calculus or mathematical modeling. No specific amount or type of experience is required at the entry level. The Research Biologist is not a tested classification. Applications are only accepted for posted vacancies. Vacancy information is located on the Civil Service Job Posting site at <http://www.michigan.gov/mdcs>.

**Examples of Work** -- Conducts original research on assigned areas in either fish biology or wildlife management to acquire information on various aspects of a species' biology, habitat and behavior. Plans and organizes individual research projects, conducts literature searches, and carries out field and laboratory studies. Develops and tests new scientific methods in fisheries or wildlife management. Records and interprets findings of fisheries or wildlife research in technical reports and professional publications.

## RESOURCES ANALYST

Employees in this class participate in a variety of assignments to protect, develop and maintain the state's land and water resources.

**Requirements** -- Possession of a bachelor degree in a physical or biological science, resource management, resource planning or a related field. No specific amount or type of experience is required at the entry level. The Resources Analyst is not a tested classification. Applications are only accepted for posted vacancies. Vacancy information is located on the Civil Service Job Posting site at <http://www.michigan.gov/mdcs>.

**Examples of Work** -- Carries out assigned projects and studies in all areas of natural resource planning; participates in the coordination of projects, studies, surveys and programs with other agencies and organizations. Participates in river basin and federal/state water resource, water quality or shorelands planning programs and studies on a regional and statewide basis; participates in the coordination of federal programs with the state's recreation, fish, and wildlife interests. Investigates land and water use by agricultural, municipal, industrial and recreational groups. Compiles and organizes data on a variety of recreational topics for use in planning and policy formulation by the Department. Represents the Department at meetings and before public groups to explain programs and answer questions.

## WILDLIFE BIOLOGIST



Employees in this class participate in a variety of wildlife management activities designed to protect, develop, and maintain wildlife populations and habitat.

**Requirements** -- Possession of a bachelor degree with a major in animal ecology, wildlife biology, wildlife management. No specific amount or type of experience is required at the entry level. The Wildlife Biologist is not a tested classification. Applications are only accepted for posted vacancies. Vacancy information is located on the Civil Service Job Posting site at <http://www.michigan.gov/mdcs>

**Examples of Work** -- Plans and carries out habitat manipulation for the benefit of wildlife in forested and agricultural areas of the state; collects data in special fields such as waterfowl, deer and pheasants; plans and develops timber sale proposals in forest areas to improve game habitat. Inventories game birds and mammals on experimental or managed state-owned lands; traps and transports animals to establish new populations or resolve animal conflicts.

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### ***For further information, please contact:***

OFFICE OF HUMAN RESOURCES  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30028  
LANSING, MI 48909

517-373-1207

TTY/TDD: 711 (Michigan Relay Center)

### **WEB SITE ADDRESSES:**

Department of Natural Resources – <http://www.michigan.gov/dnr>

Department of Civil Service (Employee Benefits Division) – <http://www.michigan.gov/mdcs>