

1. Position Code
STUDASTEN36R

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
Vacant	Environment, Great Lakes, and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Student Assistant	Remediation and Redevelopment
5. Working Title (What the agency calls the position)	11. Section
Student Assistant	Field Operations - West
6. Name and Position Code Description of Direct Supervisor	12. Unit
David LaBrecque, District Supervisor Environmental Manager 14	Lansing District Office
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
James Gamble, FOS Manager - West Environmental Manager 15	Constitution Hall 525 West Allegan Street, Lansing, MI 48933 M-F; variable; 29 hours/week maximum
14. General Summary of Function/Purpose of Position	
<p>This position's primary function involves assisting staff of the Remediation and Redevelopment Division (RRD) with reorganization of site files and preparation of site files to help with the conversion of paper files to electronic format. Other functions may include: data entry and database cleanup, retrieving pertinent information for incorporation into appropriate program databases, identification of contaminants of concern, and evaluating sampling data concentrations against Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Protection Act, 1954 PA 451, as amended (NREPA) screening criteria, evaluating resource impact, compiling file data, developing spreadsheets, and performing miscellaneous tasks as assigned.</p>	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 % of Time 70%

Assist with the reorganization and cleanup of site files in preparation of conversion from paper files to electronic format.

Individual tasks related to the duty.

- Reorganize site files for the eight counties served by the Lansing District.
- Update Part 213 databases to match file content.
- Re-label and repair file folders as needed.

Duty 2

General Summary of Duty 2 % of Time 15%

Assist with data entry and compilation of data summaries and reports.

Individual tasks related to the duty.

- Obtain site identification numbers as needed and enter pertinent site information into the appropriate tracking database.
- Utilize Geographical Information systems (GIS) tools to track and prioritize sites/projects.

Duty 3

General Summary of Duty 3 % of Time 15%

Conduct and/or participate in other tasks as assigned by Supervisor related to environmental compliance with Part 213, and other applicable state and federal statutes and regulations.

Individual tasks related to the duty.

- Meet with staff for assignments and updates of the work requested.
- Attend meetings related to specific projects.
- Prepare summaries of work completed.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Entry level position, the student will work under the direct supervision of staff.

17. Describe the types of decisions that require the supervisor's review.

In general, all work will be directed and reviewed by the supervisor, lead administrative staff, or project managers. Guidance is required when priorities are unclear.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Frequent lifting and bending to retrieve files that weigh 3 to 20 pounds. Normal conditions associated with office environments. Varying amounts of time will be spent working at a computer workstation.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

NAME

CLASS TITLE

NAME

CLASS TITLE

<p>20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Complete and sign service ratings.</td> <td><input type="checkbox"/> Assign work.</td> </tr> <tr> <td><input type="checkbox"/> Provide formal written counseling.</td> <td><input type="checkbox"/> Approve work.</td> </tr> <tr> <td><input type="checkbox"/> Approve leave requests.</td> <td><input type="checkbox"/> Review work.</td> </tr> <tr> <td><input type="checkbox"/> Approve time and attendance.</td> <td><input type="checkbox"/> Provide guidance on work methods.</td> </tr> <tr> <td><input type="checkbox"/> Orally reprimand.</td> <td><input type="checkbox"/> Train employees in the work.</td> </tr> </table>				<input type="checkbox"/> Complete and sign service ratings.	<input type="checkbox"/> Assign work.	<input type="checkbox"/> Provide formal written counseling.	<input type="checkbox"/> Approve work.	<input type="checkbox"/> Approve leave requests.	<input type="checkbox"/> Review work.	<input type="checkbox"/> Approve time and attendance.	<input type="checkbox"/> Provide guidance on work methods.	<input type="checkbox"/> Orally reprimand.	<input type="checkbox"/> Train employees in the work.
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<p>22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?</p> <p>Yes.</p>
<p>23. What are the essential functions of this position?</p> <p>This position's primary function involves assisting staff of the Remediation and Redevelopment Division (RRD) with reorganization of site files and preparation of site files to help with the conversion of paper files to electronic format. Other functions may include: file reorganization and data entry, retrieving pertinent information for incorporation into appropriate program databases, identification of contaminants of concern, and evaluating concentrations against Part 213 screening criteria, evaluating resource impact, compiling file data, developing spreadsheets, and performing miscellaneous tasks as assigned.</p>
<p>24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.</p> <p>Vacant position.</p>
<p>25. What is the function of the work area and how does this position fit into that function?</p> <p>The RRD Lansing District is responsible for the investigation and cleanup of sites of environmental contamination in the district's eight counties by overseeing work by private parties or utilizing legislatively-appropriated funds, pursuant to Part 201 and Part 213 of the NREPA, and other applicable state and federal statutes and regulations. The individual in this position will perform tasks in support of that mission.</p>
<p>26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?</p> <p>EDUCATION:</p> <ul style="list-style-type: none"> Actively attending a college or university. Background or interest in Biological or Physical Sciences, Environmental Protection, Database Development/Maintenance, or GIS is desired. <p>EXPERIENCE:</p> <p>No experience is necessary.</p> <p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <ul style="list-style-type: none"> Intermediate computer skills in the Microsoft Office Suite are required with willingness to learn unique databases. Knowledge of basic science including biology, chemistry, and environmental science preferred. Ability to work successfully as a team member and as an independent staff person. Ability to effectively communicate verbally and in writing. A strong attention to detail. <p>CERTIFICATES, LICENSES, REGISTRATIONS:</p> <p>None.</p> <p>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</p>

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date

NOTE: Make a copy of this form for your records.