

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STUDASTE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information 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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Public Service Commission
4. Civil Service Position Code Description Student Assistant-E	10. Division Energy Operations
5. Working Title (What the agency calls the position) GIS Student Assistant	11. Section Energy Security
6. Name and Position Code Description of Direct Supervisor MORESE, ALEXANDER A; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor REVERE, NICHOLAS; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 7109 W. Saginaw Hwy, Lansing, MI 48917 / 8 am – 5 pm, M-F

14. General Summary of Function/Purpose of Position

The GIS Student Assistant is charged with assisting Energy Security section staff in the expansion and development of Geographic Information System (GIS) resources for the Michigan Public Service Commission (MPSC). The student assistant will be conducting spatial exploration and creating maps and data sets for research projects at the MPSC involving customer outages, energy generation and distribution, critical energy infrastructure, distributed energy, natural gas inspections and investigations, etc. The work will also involve compiling and cleaning of existing or new data sets and information from a spatial and non-spatial perspective. Finally, this data may need to be summarized in tables, charts, or other visual representations to be used in reports, presentations, briefing memos, or placed online with the public. In this role, an employee will be expected to develop and demonstrate proficiency regarding the essential duties of the job found below.

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:****Percentage: 75**

Assist MPSC staff in the development and maintenance of spatial data sets related to energy production, transportation, distribution, storage, and customer service.

Individual tasks related to the duty:

- Compile existing or new energy related data.
- Examining energy infrastructure interdependencies.
- Comprehend and interpret hand-drawn or printed paper maps.
- Scan paper documents and export to pdf.
- Interpret aerial imagery and plat maps to ascertain energy infrastructure or boundary locations.
- Convert digital information from Microsoft Excel spreadsheets to a format readily used by ArcGIS software.
- Complete data entry into ArcGIS feature classes.
- Perform QA/QC on digitized features to ensure correct location and attribute information.
- Provide status and progress reports to project manager.
- Confirm statistical validity of spatial data and integrate into GIS system.

Duty 2**General Summary:****Percentage: 25**

Special GIS projects & tasks related to energy as assigned by the Project Manager.

Individual tasks related to the duty:

Tasks varied but could include such requests as:

- Complete mapping or database assignments as requested.
- Assisting with the creation of data visualizations.
- Graphics development, report preparation, proofreading, map construction, etc.
- Provide status and progress reports to project manager.
- Other duties as assigned.

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

Matters related to interpreting and comprehending legal descriptions and hand-drawn, printed, or electronic maps. The different types of base features and specific information about each feature digitized could be affected by the interpretation of the maps. The ability to read and interpret legal descriptions and latitude/longitude coordinates correctly can affect the locational accuracy.

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

Employee works under direct supervision.

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

Work is performed in an office setting; however remote work options are available. The job requires reading a large number of data sets and a substantial amount of time using computers.

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.**Additional Subordinates****20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position provides technical mapping assistance for the MPSC's GIS mapping efforts. The outcome/product of this endeavor are statewide spatial datasets of Michigan's energy infrastructure and use. Developing these statewide spatial datasets are important to both the MPSC, utilities, and citizens of Michigan.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The Energy Security Section's duties include energy data research and statistical analysis and assuring the reliability and security of the State's energy needs. This includes: tracking the adequacy of the State's energy supply; preparing energy and utility forecasts; monitoring heating oil and propane prices; quantifying policy and regulatory issues under consideration; and agency performance measures. Security matters include: maintaining energy emergency response plans; representation of energy at the emergency operations command center, and overall coordination on critical energy and critical infrastructure protection and homeland security.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

High school graduate. Preferred candidate will be pursuing a degree in fields such as Geography, Urban Planning, Fisheries & Wildlife, Environmental Studies or related.

EXPERIENCE:

Preferred candidate will have classroom or work experience using ArcGIS software.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to follow oral and written instructions.
- Experience working with ArcGIS suite of software.
- Solid grasp of common GIS concepts, techniques and tools.
- Demonstrated writing ability and proficient with Microsoft Word.
- Experience with spreadsheet software, such as Microsoft Excel.
- Experience with graphic design a plus.
- Excellent communication skills.
- Ability to meet changing deadlines and work priorities.
- Good organizational skills and the ability to work unassisted.

CERTIFICATES, LICENSES, REGISTRATIONS:

None Required.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

N/A

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

Appointing Authority

Date

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

Date