

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPTALTE

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 DNR-NATURAL RESOURCES
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Parks and Recreation
5. Working Title (What the agency calls the position) Urban Liaison	11. Section
6. Name and Position Code Description of Direct Supervisor TERRELL, MICHAEL A; PARK AND RECREATION MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor PRATT, SCOTT A; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 14390 Fish Lake Road Holly, MI 48442 / Monday – Friday 8:00am to 5:00pm

14. General Summary of Function/Purpose of Position

This position serves as the liaison between the Genesee County Parks (GCP) and the DNR/Parks and Recreation Division (PRD). This position acts as the interface regarding PRD rules and regulations, policies and procedures, budgetary requests, and reporting. The employee shall be knowledgeable in construction and building techniques, including being able to read and understand plans, building and grounds maintenance, equipment maintenance, trails maintenance, and understand best electrical, mechanical, plumbing, carpentry, and stewardship practices. This position will meet with GCP, foundations, contractors, consultants, city, county, and state officials on a regular basis, capturing the communications, verbal and written, and passing them to staff effectively.

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: 60

Serves as the PRD Liaison to GCP. Incumbent is responsible for ensuring GCP management of the state park in Flint remains in compliance with all PRD standards. Responsible for facilitating GCP's ability to meet PRD requirements and standards and holding GCP accountable to those requirements and standards.

Individual tasks related to the duty:

- Reviews GCP's management of staffing and equipment levels for the state park in Flint.
- Responsible for analysis of state park operations by GCP including Rules and Regulations, Policies and Procedures, building maintenance and cleaning standards, grounds keeping, and overall cleanliness of the facility.
- Reviews GCP's operation of boat and kayak launches, ensuring facilities are operating at PRD standards.
- Responsible for the evaluation of GCP's budget management and accurate and timely reporting of GCP's progress, issues, achievements, meeting summaries, and needs to PRD management.
- Assesses issues that require PRD-specific information.

Duty 2

General Summary:

Percentage: 20

Serves as the PRD liaison for construction projects between GCP and Metro Building Construction Project Superintendent (BCPS).

Individual tasks related to the duty:

- Attends construction meetings with BCPS, ensuring PRD's interests are represented.
- Coordinates with BCPS, GCP, contractors, and designers involved in planning and construction at the state park in Flint and assigned PRD planner in the maintenance and construction of facilities.
- Coordinates with BCPS on the review of building/construction plans, providing guidance if necessary.
- Attends routine inspections with BCPS during construction phases.
- Assists BCPS in ensuring PRD's interests regarding functionality, cost efficiency, and appropriateness for construction projects are maintained.

Duty 3

General Summary:

Percentage: 10

Financial/Administration

Individual tasks related to the duty:

- Monitors the overall budget and recommends adjustments, when/if needed.
- Reviews budget reports and cash handling procedures.
- Collaborates with GCP to determine FY spending needs annually.
- Ensures compliance with purchasing policies and procedures.
- Ensures compliance with cash handling policies and procedures.
- Maintains records, prepares reports, and composes related correspondence.

Duty 4

General Summary:

Percentage: 10

Assists the Metro District Supervisor with tasks as assigned

Individual tasks related to the duty:

- Assists with gathering information for budget requests, PFC's, equipment purchases, and inventories.
- Assists with mentoring and training of employees.
- Participates on interview panels.

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

Decisions on how to organize work.

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

Decisions that have statewide impact, influence the budget, and/or result in policy changes. Decisions which are politically sensitive.

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.

Typing office setting, (sitting, standing, walking, bending). Computer usage, travel, field work, to include driving in all weather conditions, traversing uneven terrain, and working outdoors in all weather conditions.

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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | 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?

Employee must be able to independently gather, review, and analyze data. Must be able to inspect, assess, and have knowledge related to building repairs, plumbing, carpentry, mechanics, and basic knowledge in construction techniques. Must have knowledge in equipment operation to include mowers, tractors, chain saws, chippers, and stump grinders. Must be able to navigate uneven terrain. Must have the ability to communicate clearly both written and verbally. Must have the ability to operate a computer, phone, copier, fax, scanner, and printer.

Must maintain a calm and professional demeanor, always.

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

New position

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

The function of the work area is to provide support and service to PRD, function as a liaison to GCP, and assist the Metro District Supervisor with tasks as assigned. Position provides input, direction and knowledge of PRD Rules and Regulation, Policies and Procedures, common practices, and standards to GCP. Provides recommendations on equipment and staffing needs. Collaborates with GCP on operations, maintenance plans, budgetary and staffing needs. Reports frequently to management regarding the status of projects, budget, staffing levels and issues, park operations, emerging needs, and political issues. Provides summaries to meetings attended.

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

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Department of Natural Resources' rules, regulations, policies, and procedures pertaining to the operation and management of division lands and facilities.
Knowledge of the methods, techniques, and requirements for the maintenance and upkeep of buildings, facilities, grounds, and equipment.
Knowledge of cash handling techniques.
Knowledge of budgeting and budget tracking.
Ability to schedule work projects.
Ability to evaluate and implement changes in programs.
Ability to organize, evaluate, and present information effectively, both orally and in writing.
Ability to maintain favorable public relations
Ability to communicate effectively to resolve disputes and maintains composure in stressful and emergency situations.
Ability to walk and work in/on rough terrain and outdoors during all types of weather.
Ability to effectively communicate, both written and verbal, communicating with people from all walks of life, and communicating effectively under pressure, able to defuse volatile communications.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

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.

None

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

RYAN STARKWEATHER

5/23/2023

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