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|  |  | |  |  | | --- | --- | | |  | | --- | | 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)** | |  | Resource Management | | **4. Civil Service Position Code Description** | **10. Division** | | State Administrative Manager-1 | Parks and Recreation | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Strategic Operations Chief | Field Operations | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | BLODGETT, JACKLIN; STATE DIVISION ADMINISTRATOR | PRD - Program Services | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | OLSON, RONALD; STATE BUREAU ADMINISTRATOR | TBD / M-F - 8:00AM-5:00PM | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | This position oversees and manages sustainable operations, innovative operational strategies, safety and training programs for the Parks and Recreation Division, while working closely with division leadership to establish and enforce operational standards for recreation areas in alignment with Licensing and Regulatory Affairs (LARA) regulations. This role is a liaison with the National Guard to ensure comprehensive safety protocols and training initiatives are in place and effectively executed across all division operations. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:** | **30** | | SUPERVISE STAFF | | | | **Individual tasks related to the duty:** |  |  | | • Direct and coordinate work activities of subordinates by scheduling work tasks, setting priorities, and directing workloads. • Evaluate employee performance through the review of accuracy and completeness of day-to-day work assignments and ensuring subordinates are adhering to procedures and protocol. • Complete performance plans and evaluations for subordinates with accuracy and timeliness.  • Assign, coordinate, and outline work methods of subordinates utilizing staff's abilities, expertise, and experience. • Participate in Section Chief Meetings.  • Coordinate with appropriate Section Chiefs on matters concerning policy implementation, planning/construction projects, human resource initiatives and financial planning. Engage, attend, and provide updates at monthly District Supervisors' meetings | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **25** | | OVERSEE THE DEVELOPMENT AND COMPLIANCE OF PRD’s SAFETY AND TRAINING PROGRAMS | | | | **Individual tasks related to the duty:** |  |  | | • Oversee administration of statewide division safety and training programs. • Participate in Division safety and training committees as appropriate and necessary.  • Assist in the development, editing and coordination of Summer Park Worker Orientation Program.  • Review injuries that arise during Division’s Law Academy to determine appropriate corrective steps.  • Work with Training Coordinator to identify training needs for staff development, including developing a statewide training plan. • Work with Infrastructure Compliance Analyst on public facing safety items, including inspection findings and appropriate standards. • Ensure that required training is provided and tracked for all Division employees.  • Review framework for mentoring and cross training programs and provide to the Division for implementation. • Work with Training Coordinator to develop short- and long-term strategies for improved development. • Review Employee Engagement results to assist with setting up those strategies for training and employee growth. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **20** | | OVERSEE THE BUSINESS STRATEGIES, SUSTAINABLE OPERATIONAL PRACTICES, INNOVATIVE STRATEGIES, AND THE OPERATIONAL STANDARDS MANUAL, INCLUDING EQUIPMENT AND VEHICLE USE | | | | **Individual tasks related to the duty:** |  |  | | • Work with Business Analyst to set priorities for short- and long-term ideas, including improvements or additions to field operations.  • Review equipment and VTS requirements for the Division with the Business Analyst. • Oversee the development of an operational manual for recreation facilities. • Monitor and audit compliance of the manual standards. • Oversee the development of sustainable operational practices and innovative operational strategies. • Provide the oversight on the training and education of staff on operational standards.  Make budget recommendations to support standards | | | | **Duty 4** | | | | **General Summary:** | **Percentage:** | **10** | | SERVE AS THE STATEWIDE COORDINATOR WITH PROJECTS INVOLVING THE NATIONAL GUARD (NG) | | | | **Individual tasks related to the duty:** |  |  | | • Develop statewide work and training plan with NG • Responsible for Innovative Readiness Training plan. Work with division staff to complete plan. • Recommend resources to support statewide plan. Align training, obtain resources, and ensure supervision onsite as appropriate. | | | | **Duty 5** | | | | **General Summary:** | **Percentage:** | **10** | | RESPONSIBLE FOR THE OPERATIONAL LARA REQUIREMENTS | | | | **Individual tasks related to the duty:** |  |  | | • Collaborate with Infrastructure Compliance Analyst and other planning section staff on required waivers and permits for small projects.  • Ensure staff are trained and kept up to date on standards and expectation | | | | **Duty 6** | | | | **General Summary:** | **Percentage:** | **5** | | COMPLETE SPECIAL PROJECTS AND OTHER DUTIES AS ASSIGNED | | | | **Individual tasks related to the duty:** |  |  | | • Provide assistance with division projects. • Other duties as assigned. | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | Make decisions affecting actions of unit supervisors, all field employees, and the public visiting any state park, recreation area or boating facilities. | | | | | | | | |  |
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|  |  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **17. Describe the types of decisions that require the supervisor's review.** | | |  |  | | |  | | --- | | When a decision has the potential for statewide impact on the DNR and/or the Parks and Recreation Division’s programs, goals, and image. | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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.** | | |  |  | | |  | | --- | | Eighty percent (80%) office environment; Twenty percent (20%) field environment with outdoor exposure to weather conditions typical of the entire Michigan climate range. | | | | | | | | | |  |
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|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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.** | | | | |  |  |  | | |  | | --- | |  | | |  |  |  |  | | --- | --- | --- | --- | | **NAME** | **CLASS TITLE** | **NAME** | **CLASS TITLE** | |  | HUMAN RESOURCES DEV-STP 9 |  | DEPARTMENTAL SPECIALIST-2 13 | |  | DEPARTMENTAL SPECIALIST-2 13 |  |  | | | | | |  |  |  | | |  | | --- | | **Additional Subordinates** | | |  | |  |  |  | |  | |  | | --- | | Two additional Departmental Analyst positions which will be established. | |  | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** | | | | | | | | | | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Complete and sign service ratings. | |  | |  | | --- | | Y | |  | |  | | --- | | Assign work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Provide formal written counseling. | |  | |  | | --- | | Y | |  | |  | | --- | | Approve work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | | --- | | Y | |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | Y | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | Y | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | | | |  |  | |  | |  | | --- | | Yes | | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | Management of Parks and Recreation safety and training programs.  Coordination of statewide National Guard programs within Parks and Recreation Division.  Provide business analysis support for field operations. Assist the Assistant Chief on special projects as needed. Training and educating employees on operation standards manual and LARA requirements. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | New position | | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | The functions of the Parks and Recreation Division is to acquire, maintain, and make available for the use by the public open space and water access for recreation, and/or the preservation of natural beauty or natural features possessing historic information or association.  This position is responsible for the supervision and implementation of the Parks and Recreation Division’s safety and training programs for the division. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | **State Administrative Manager 15** Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.  **Alternate Education and Experience**  **State Administrative Manager 15** Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **KNOWLEDGE, SKILLS, AND ABILITIES:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | • Knowledge of management skills including managing workloads • Understanding/experience of PRD operations • Knowledge/experience of Building Construction Codes and LARA  • Knowledge/experience of DTMB Construction requirements Project management experience | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Position requires possession of a valid Michigan Driver’s License. | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | None | |  | |  |  |  | | | |  |
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