

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) Resource Management
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Parks and Recreation
5. Working Title (What the agency calls the position) Production Planner	11. Section Roscommon
6. Name and Position Code Description of Direct Supervisor PELLOW, JOSHUA W; PARK AND RECREATION MANAGER-3	12. Unit Hartwick Pines State Park (Sign Shop)
7. Name and Position Code Description of Second Level Supervisor BLODGETT, JACKLIN; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 4216 Ranger Road, Grayling, MI 49738 / 40 HOURS PER WEEK – VARIED SCHEDULE

14. General Summary of Function/Purpose of Position

This position oversees all logistical aspects of the sign production process, including but not limited to planning and organizing resources, materials, and people to ensure quality product and effective operation, encompassing everything from procurement to delivery. This position gathers, compiles, analyzes, and reviews data to develop actionable steps to improve processes and procedures to optimize the sign production process. This position serves as the main point of contact and subject matter expert for the DNR Sign Shop and all sign related inquires. This employee must have a working knowledge of various types of sign production methods using various sign materials. This position must have knowledge of production improvement methodologies, and supply chain and logistics concepts. This position creates and implements various production and inventory tracking systems to improve operational data collection and reporting. This position analyzes various data sources to continuously improve production processes and procedures. This employee is also responsible for ensuring adherence and updates to the division signage standards manual, including leading the Parks and Recreation Division (PRD) sign committee and collaborating with Marketing and Outreach division (MOD) staff on best practices and plan requirements for accessibility, DEI&J, and limited English proficiency, as well as overall DNR brand standards.

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: 40

Overseeing production planning, production scheduling, production design, and material and supply logistics.

Individual tasks related to the duty:

- Proactively review and oversee all logistics associated with sign material management, scheduling, and production processes.
- Evaluate and analyze historical data, trends, and upcoming scheduling needs to manage inventory of sign materials. Based on those data, maintain optimal level of inventories. Proactively schedule and order materials, based on analysis, to ensure correct materials are available when needed for sign production.
- Based on analysis of production trends and upcoming orders, create, implement, manage, and continuously improve a production scheduling and tracking system.
- Create, implement, and continuously improve a production tracking and reporting system.
- Create, implement, and disseminate various production reports.
- Create, implement, and continuously improve a training and production manual to standardize processes and process improvement efforts
- Track orders to ensure timely completion.
- Handle contract negotiations and develop relationships with vendors to ensure material acquisitions meet the needs of the sign shop, with a focus on price reduction.
- Analyze and equate product pricing for materials and sign production.
- Oversee, manage, and continuously improve the entire sign order process, including the ordering process to be used by customers; scheduling orders to be produced; tracking the production of the order; facilitating and scheduling order transportation and delivery.
- Collaborate with MOD interpretive staff in fabrication needs for interpretive signage in PRD managed properties.
- Based on analysis of material needs, make recommendations to supervisor regarding the purchase of materials, supplies, and equipment.
- Based on analysis of work and material flows, equipment layout, material, inventory staging, etc., make recommendations to supervisor regarding production upgrades, shop layout, equipment purchases, and material contracts.
- Uses computer software to create, design, plot or cut department standards or custom signs.
- Produce signs from materials such as metal, vinyl, and alpha board to finished product.
- Other duties as assigned.

Duty 2

General Summary:

Percentage: 35

Serve as main point of contact and subject matter expert for DNR Sign Shop and all sign related inquiries

Individual tasks related to the duty:

- Research current and potential signage materials to evaluate and determine best materials for specific signs.
- Serve as the PRD subject matter expert for questions related to signage, including sign types (ex. regulatory vs. interpretive), material options available, and make recommendations to customers based on knowledge and experience.
- Work with other DNR divisions to determine future projects and needs
- Maintain DNR-PRD-SignShop shared mailbox, requisitions, and records.
- Facilitate the DNR signage committee to determine current needs and future projects, including scheduling meetings with the team, setting agenda items, identifying short-term and long term sign needs, developing a replacement schedule, and determining ways to batch future orders to reduce production timelines and cost. Share information from meetings with other Sign Shop staff. Update or modify the manual based on committee decisions as needed.
- Collaborate with PRD and MOD staff to continue to catalog and prioritize signage replacement needs using ArcGIS, including developing long-term maintenance and replacement schedule.
- Collaborate with PRD staff to produce internal communications for staff on Sign Shop related topics, such as updates to the manual, production timelines, etc.
- Coordinate with different teams and divisions to ensure all components of production are planned.
- Assist with designing and implementing programs for Sign Shop Trades Helpers and apprenticeships.
- Assists supervisor with training staff in the proper use of hand tools and powered equipment needed to complete assigned work

Duty 3

General Summary:

Percentage: 10

Proactively manage sign shop materials and inventory. Implement, manage, and continuously improve an inventory management system.

Individual tasks related to the duty:

- Use predictive analysis, based on historical data, to determine future inventory and material needs to ensure appropriate amounts of materials are available when needed. Obtain materials and schedule production to meet those needs.
- Create, implement, and continually improve an inventory management and/or warehousing system.
- Develop database for data collection for warehouse tracking. Use data to generate various reports. Analyze data and reports to make recommendations and continuously improve processes and procedures.
- Facilitate the implementation of efficient storage space concepts and warehouse itemization and categorization, including labeling for product identification, to ensure materials are easily identifiable within warehouse/inventory spaces.
- Establish and maintain material, supply, and signage inventories and reports.

Duty 4

General Summary:

Percentage: 10

Implement process improvement methodology to improve and optimize operations.

Individual tasks related to the duty:

- Perform research, analysis, and redesign of the sign shop operations which includes, but is not limited to, the inventory management system; the logistics and supply ordering/planning process; optimization of production scheduling; facilitating/managing material acquisition contracts to reduce costs; and design improvements regarding processes, procedures, trainings, and workflows.
- Facilitate process improvement events, based on production data and other means of evaluation, to continually improve production, system performance, and efficiencies.
- Generating reports on production processes. Use data to determine bottlenecks and areas in need of improvement.
- Research and make recommendations on materials, supplies, and equipment for optimization of productivity.
- Create, implement, and continually improve a production process/procedure manual.
- Assist in developing signage replacement schedules.
- Complete State of Michigan lean training program. Implement methodology.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned

Individual tasks related to the duty:

- Establish connections and maintain stakeholder relationships.
- Working knowledge of department and division policies, procedures, rules, and orders.
- Reports to supervisor of employee accidents.
- Keeps supervisor apprised of areas of concern in the sign shop as related to employee safety.
- Makes recommendations on safe practices.
- Safely operate State owned vehicles and equipment.
- Maintains Safety Data Sheets.
- Ensure the success of day-to-day tasks, maintenance, and operations of the DNR Sign Shop including but not limited to the buildings, grounds, sign manufacturing, and equipment.
- 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 concerning employee safety, including routine problems and interpretation of operational policies.
 Initiation of minor repairs to buildings and equipment.
 Standard materials and supply purchases
 Oversee work of staff and apprentices.

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

Complex maintenance issues, internal complaints, and correspondences.
 Major facility breakdowns, major equipment problems, and temporary lockout procedures or closing of facility.
 Major expenditures of funds.
 Requests for major facility maintenance or upgrades which may include LARA permitting.
 Notification of offsite meetings.
 Information and Technology purchases.
 Consultation of special signage requests or additions made to sign standards.
 Requests for use of employee leave including but not limited to sick, school, and annual leave.
 Priority sign requests.

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.

On a daily basis: Walking, standing, bending, lifting, kneeling, climbing and pulling.

On a daily basis: Repetitive use of computers, hand/power tools, operation of vehicles and equipment.

On a daily basis: Use of chemicals for facility cleaning/sanitizing, solvents/paints/stains for facility maintenance and sign production.

On a daily basis: Operation of motorized equipment and vehicles.

Occasionally: Exposure to outdoor conditions such as heat, cold, sun, snow, rain, insects, poison ivy and other allergens.

The employee shall: Regard safety as a personal responsibility and respect the safety of other employees and the public; expeditiously report any hazard, unsafe conditions or procedures to their supervisor; expeditiously report all job related accidents and injuries to their supervisor, even if they do not seek medical attention; wear proper personal protective equipment and always perform job duties in a safe manner and coordinate with their supervisor before starting or continuing a job which they are uncertain how to complete safely.

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?

Oversight of logistics, inventory, sign production, and sign delivery processes

Optimize all aspects of the sign production process, including ordering, scheduling, tracking, producing, and delivering.

Ensure the success of day-to-day tasks, maintenance, and operations of the DNR Sign Shop including but not limited to the buildings, grounds, sign manufacturing, and equipment.

Ensure facility is maintained and operated in a safe manner for all employees and visitors.

Ensure all DNR Parks and Recreation Division rules, regulations, policies, and procedures are adhered to.

To learn the department's sign manual and have a basic knowledge of department sign standards, united traffic control devices, and highway standards.

To obtain a sound comprehension of the computer software used in the production on signage.

To learn the production processes and assembly of signs for Parks and Recreation division.

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 this work area is to provide high quality signage to the division and department to aid staff and visitors in maintaining, preserving, and balancing the protection of the natural and historic resources administered by State facilities. The function of this position is to ensure signs are produced to meet customer needs as efficiently and cost effectively as possible. This position ensures tasks necessary to produce signs on a day-to-day basis are done in compliance with department and division policies, procedures, and standardized operating practices.

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.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively, both verbally, digitally, and in writing for conveying information effectively.

Ability to organize, evaluate, and problem solve effectively.

Knowledge of the principles and practices of research and analysis.

Knowledge of process improvement methodologies and concepts

Knowledge of supply chain and logistics concepts

Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.

Knowledge of sign production process

Customer service skills.

Ability to learn and utilize computer processes, software, and applications.

Understanding of digital color models including but not limited to RGB, CMYK, and HEX.

Understanding of digital image formats including but not limited to JPG, PNG, and EPS

Understanding of the Manual of United Traffic Control Devices (MUTCD), Highway Standards, and ADA Compliances.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid drivers 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

9/12/2025

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