

**State of Michigan
Civil Service Commission**

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

Position Code

1. STDDADM1E13N

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 STATE ADMINISTRATIVE MANAGER-1	10. Division Parks and Recreation
5. Working Title (What the agency calls the position) Chief, Planning and Infrastructure Section	11. Section Planning and Infrastructure
6. Name and Position Code Description of Direct Supervisor KOSICK, KRISTEN M; STATE BUREAU ADMINISTRATOR	12. Unit Lansing Division Office
7. Name and Position Code Description of Second Level Supervisor LOTT, SHANNON J; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Stabenow Building, Lansing or other PRD office where space is available / 8 A.M. – 5 P.M. Monday - Friday

14. General Summary of Function/Purpose of Position

This position is responsible for the direct oversight of the Planning and Infrastructure Section staff and programs including those within the Development Unit and Planning Unit. Responsibilities include oversight of capital outlay budgets and development projects for state parks, state recreation areas, waterways and select state trail projects, code and accessibility standards, best management guidance, General Management Planning, Asset Management, Geographic Survey Information (GIS) and data/information technology management for the division. Represent PRD with advisory groups including the Michigan State Waterways Commission (MSWC) and the Michigan State Parks Advisory Committee (MSPAC).

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: 50

Oversee Planning & Infrastructure Section employees to ensure the programs managed within the Section are positively represented and advanced.

Individual tasks related to the duty:

- Set strategic direction for the infrastructure, development and technology needs for the Division.
- Oversight of Development Unit Manager who oversees large and small project development from all funding sources.
- Oversight of Planning Unit Manager who oversees the capital outlay budgets, State Waterways Program, GIS, statewide accessibility and design coordination, data/information technology resources supporting the division, and the General Management Planning program.
- Oversight of the Section's secretary and Michigan State Waterways Commission (MSWC) administrative assistant.
- Develop, manage, assess and review annual performance plans for direct reports and ensuring that both Unit Managers are conducting annual performance plans and sufficient oversight of their employees.
- Lead monthly Section coordination meetings with Unit Manager.
- Conduct monthly 1:1 meetings with Unit Manager to gauge and assist with workload, identify priorities and issues and create strategies to accomplish goals.
- Collaborate with MSWC administrative assistant and other PRD Sections in preparation for 6 commission meetings/year in terms of agenda, responses, disbursing information, planning tours of waterways facilities around the state and following up on assignments.
- Conduct 4-6 annual Section meetings, virtual and in-person, to engage in collaboration to address issues, share information and strengthen working relationships. Tour relevant facilities to advance learning and appreciation for teammate's issues and accomplishments. Team up with other PRD Sections to collaborate in combined Section meetings, as appropriate.
- Oversee staff classification changes as appropriate.
- Support training and education as it pertains to Section employee's professional development.
- Evaluate employee performance through clear objectives and work assignment reviews.
- Support staff professional development needs and ensure training is available.
- Collaborate to develop project solutions that support PRD and DNR best practices, innovation, and sustainable contraction.
- Oversee the division's statewide infrastructure initiatives through planning, managing and prioritizing state parks, waterways and designated state trail projects.
- Oversee recommendations for modernizing and streamlining asset and data management processes, systems and databases.
- Oversee the support, growth and advancement of the state parks and state waterways capital outlay programs.
- Support programs assigned to the Section, including geographic information systems (GIS), asset management, General Management Plans (GMP), data/information technology and project development.
- Provide advice and support to the Waterways Grant-in-Aid capital outlay program.
- Review and approve time and attendance, sick and annual leave requests and travel expenses.
- Review Section budgetary allotments and annual expenditures to ensure adequate funding is available.
- Conduct investigations and disciplinary actions when necessary.

Duty 2

General Summary:

Percentage: 35

Provide support and leadership to the division.

Individual tasks related to the duty:

- Actively participate and provide leadership in PRD's Section Chief meetings.
- Actively participate and provide leadership in PRD's Management Team.
- Provide leadership in PRD's Strategic Plan, including the new plan developed on a five-year cycle, developing, tracking and reporting annual Actions, and promoting performance objectives that link to the annual Actions.
- Represent PRD's interests on dam issues including representation as a PRD Dam Committee Co-lead and on DNR Dam Committee.
- Provide support and leadership to PRD advisory groups including the Michigan State Waterways Commission and the Michigan State Parks Advisory Committee.
- Support relevant design guidelines and standards.
- Support accessibility federal and state guidelines and standards.
- Provide support and leadership for PRD to external agencies, including DTMB, MDOT, EGLE, LARA and USACE.

Duty 3

General Summary:

Percentage: 10

Lead agreements with internal and external agencies to facilitate successful outdoor recreational property administration.

Individual tasks related to the duty:

- In collaboration with the Regulatory Unit develop draft agreements such as Letters of Intent, Memorandums of Understanding, Memorandums of Agreement and Leases.
- Review language with appropriate project teams to ensure relevant areas of impact have been identified and are covered.
- Collaborate with government or private entities to create and execute partnerships that benefit PRD constituents, such as federal or local units of government, stakeholders and DNR assignments.
- Collaborate with universities or other agencies to create mutually beneficial programs designed to provide innovative and creative concepts and solutions to PRD facilities and infrastructure.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Assist with projects, division needs, and challenges as they arise.
- 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.

1. Project assignments, priorities and capital outlay adjustments.
2. Staff performance objectives.

Those affected by these decisions include Planning Section staff, overall state parks, state trails and waterways facility improvements and any other Sections also linked with the management of those programs, the public and state facilities.

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

Decisions involving staff changes, changing program priorities, program funding and budgets.
Decisions that have high political interest.

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.

The majority of work assignments performed by this position will be conducted in an office or remote work environment. General office noise may be present during this time. Some field work will be necessary which will involve walking or driving throughout a park, waterways, trail or construction site. Occasional overnight and weekend travel can be expected. Physical effort includes walking, sitting and standing. Occasional exposure to the out-of-door elements and /or construction site environment will be required when performing work in the field.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	DEPARTMENTAL MANAGER-3 14		LANDSCAPE DESIGN MANAGER-3 14
	SECRETARY-A 9		

Additional Subordinates

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

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

The essential duties of this position are to lead PRD planning, development and technology programs including managing, supervising and providing consistent direction to the Planning Section staff, oversee the assigned programs, and to collaborate with and provide support to the other PRD Sections.

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

No PD in PARIS. Changes reflect updates within PRD and Planning & Infrastructure Section organizational structure. New assignments including DNR-PRD administered dams and a new focus on external partnerships through formal agreements have been included.

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

This position oversees and administers the following programs: infrastructure development with statewide impact for both state parks, waterways and state trails; assisting the waterways Grant-In-Aid program, seeking ways to leverage funding for project development and land acquisition opportunities, State Park General Management Plan development, Geographic Information System (GIS) /Asset Management databases and mapping and data/information technology to support the division.

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. Degree in Landscape Architecture, Architecture, Civil Engineering, Building Construction or Recreation & Park Management or equivalent is preferred.

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:

Strong leadership and supervision skills.

Strong organizational skills including an ability to prioritize and handle multiple tasks.

High level communication skills, both written and verbal.

Thorough knowledge of planning and design processes, construction practices, codes and standards.

Thorough knowledge and experience in project management and statewide program management.

Knowledge of project and operational budgeting processes.

Knowledge of long-range land and operational planning processes and practices.

Knowledge of principles and practice of grant programs.

Knowledge of principles and practices of Geographic Information Systems (GIS) database, ESRI, mapping and other electronic tools and software.

Knowledge of asset and infrastructure management.

Knowledge of the divisions data and information technology resources and needs.

Knowledge in working relationships with local communities and outside agencies.

Familiarity with Parks and Recreation Division's state parks, waterways and trails planning and development programs.

Ability to work well in teams and with diverse individuals and groups.

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

Appointing Authority

11/19/2025

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