

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-A	10. Division Parks and Recreation
5. Working Title (What the agency calls the position) Compliance Analyst	11. Section Strategic Operations
6. Name and Position Code Description of Direct Supervisor ALLEN, CHARLES E; STATE ADMINISTRATIVE MANAGER-1	12. Unit Operations
7. Name and Position Code Description of Second Level Supervisor BISSETT, THOMAS; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Stabenow Hall or Location TBD pending available park location / 8:00 am - 5:00 Monday-Friday 40 hours weekly

14. General Summary of Function/Purpose of Position

This position is the statewide Recognized Resource for facility and infrastructure compliance within PRD responsible for coordinating inspections, monitoring, related training, and ensuring compliance with policy for PRD facilities and infrastructure in a statewide capacity. This position is the recognized resource responsible for various compliance requirements in PRD. The incumbent completes this work by coordinating with field units, subject matter experts in and out of PRD, and other Divisions or Departments. This position evaluates incidents and trends to provide recommendations to Department and Division leadership. This position proposes, develops, and provides recommendations for policy and procedure changes based on an analysis of reports and other operational data. The position ensures procedures are implemented and being followed and oversees compliance with Department and/or State of Michigan policies and regulatory requirements. The position is responsible for researching and developing training materials and conducts training on compliance and value-added topics. The Division administers 103 State Park/Recreation Areas, 12 Field Offices, 19 state and 63 Grant-in-Aid harbors, over 1,100 state boating access sites, and 140 State Forest Campgrounds.

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: 80

Statewide Recognized Resource for facility and infrastructure compliance within PRD.

Individual tasks related to the duty:

- Serve as the Recognized Resource for PRD regarding infrastructure compliance, by providing knowledge and expertise in answering related questions and assistance in solving related problems.
- Provide guidance and direction to field staff in areas of responsibility.
- Assist supervisors with completing infrastructure compliance related documents and submitting necessary paperwork in a timely manner. The documents may include, but are not limited to Facility Inventory Report, Equipment Inventory Report, EGLE Campground Construction Permits, LARA Permits, etc.
- Track/review reports and conduct root cause analysis as needed to determine primary cause and provide corrective action and follow-up to ensure compliance.
- Analyze and evaluate trends and provide recommendations to field supervisors and managers on how to improve facilities and infrastructure.
- Administer inspection programs including bridges, culverts, boilers, and playgrounds.
- Provide training on inspections and permits requirements related to infrastructure compliance.
- Review facility inspections, prepare written reports of findings and recommendations for corrective and preventive measures and follow-up to ensure measures have been implemented.
- Investigate complaints and recommend corrective action as necessary.
- Develop documents including forms, policies, procedures, and written programs using knowledge of state/federal standards and departmental policies and procedures.
- Develop, maintain, and administer required written programs for the Division and coordinate implementation of those programs with field supervisors.
- Develop and conduct facility and infrastructure compliance training for staff.
- Attend District, Field Operations and Management Team meetings to share and solicit input on compliance matters.
- Develop and deliver compliance presentations for the DNR Supervisors Training and New Employee Orientation sessions.
- Participate in plan reviews for construction projects for compliance.
- Administer the statewide Michigan Department of Environment, Great Lakes, and Energy (EGLE) Campground License & Health Inspection Program for the Division.
- Coordinate with the staff on the statewide park and boating inspection programs.
- Coordinate with PRD Regulatory Unit and the DNR Office of Legal Services on liability issues related to the infrastructure compliance.
- Coordinate with Safety Specialist on how to address inspection findings when appropriate.

Duty 2

General Summary:

Percentage: 20

Administrative and Miscellaneous Duties

Individual tasks related to the duty:

- Interpret existing and proposed laws, policies, and procedures relating to facility and infrastructure compliance.
- Support National Guard project development and administration to ensure compliance with PRD policy.
- Assist in administrative tasks associated with wastewater discharge permit and water testing programs, such as assisting field in submitting applications and helping ensure compliance.
- Participate in the coordination of ranger maintenance training classes including arranging for guest speakers and developing and conducting presentations.
- Present and attend training seminars.
- Research and conduct special projects and studies.
- Serve as member of the Parks and Recreation Division Asset Data Team.
- Perform 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.

Decisions related to facility and infrastructure compliance and inspections. Decisions and direction on emergency management plans/etc. This affects the statewide PRD staff and the overall readiness to deal with compliance issues.

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

Decisions that are outside the realm of routine duties, involve a change in policy/procedures, could have potential to be precedent setting, may affect many employees or have significant financial implications.

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 position frequently requires the ability to stand, sit, bend, squat, kneel and reach. The position requires the ability to occasionally lift/move, push, pull up to 35 pounds of weight. The position will occasionally require prolonged periods of standing and walking.

The position requires the ability to occasionally climb ladders, traverse uneven terrain, and climb hills.

The position occasionally requires working in an outside environment with potential exposure to damp, hot, cold, and inclement weather conditions.

The position may occasionally be exposed to loud noise, dust, fumes, odors, chemicals, poor air quality, molds, moving mechanical parts, poison ivy, stinging insects, and other hazardous 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?

It is essential that the employee be able to work in an office environment, develop written policies, procedures, and guidance documents and communicate effectively verbally and by way of written materials; use telephones, computers, and copy machines.

It is essential that the employee be able to travel and attend meetings and other work activities. The position will frequently require overnight travel and occasionally operate a motor vehicle for up to 8 hours at a time.

It is essential that the employee be able to perform inspection documentation audits of work facilities and public use areas. This may require travel to sites across the state at all times of the year.

The position requires the ability to visually and correctly identify hazards and violations found during field visits.

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 Strategic Operations Section provides support and assistance to the entire Parks and Recreation Division in areas of operations, planning, training, and safety. This position serves as the recognized resource for facility and infrastructure compliance for the Park and Recreation 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.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) 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:

- Knowledge of and ability to interpret EGLE, LARA, health department, and DNR permits, policies, procedures, and legislative requirements.
- Thorough knowledge of state park and boating field operations and the ability to analyze data, develop memos or spreadsheets to identify and describe trends for use by upper management staff.
- Ability to work in a collaborative group setting for committee work.
- Ability to learn and utilize computer processes.
- Knowledge of state and federal laws, rules, and codes that are related to the work and requires the ability to interpret them.
- The ability to plan, manage, and control projects with many projects being performed simultaneously.
- The ability to establish and maintain cooperative working relationships with internal and external customers.
- Ability to communicate effectively both verbally and in writing.
- Ability to formulate plans, procedures, and controls in a program or service area.
- Ability to manage multiple projects and coordinate with Department staff and other state departments.
- Flexibility and the ability to manage multiple tasks in a setting with shifting priorities.
- Ability to read and interpret legislation, contracts, environmental reports, legal descriptions, and engineering documents.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Michigan 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

3/13/2026

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