

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. STUDASTES03N

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> ENVIRON, GREAT LAKES & ENERGY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> STUDENT ASSISTANT-E	<b>10. Division</b> Information Management Division (IMD)
<b>5. Working Title (What the agency calls the position)</b> Student Assistant	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> BERG, KATHRYN N; DEPARTMENTAL MANAGER-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> MCKNIGHT, KEVIN P; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 525 W. Allegan St., Lansing, MI 48913 / Vary per week - max of 29 hours

**14. General Summary of Function/Purpose of Position**

The primary duty of this position is to assist professional staff with current GIS tasks supporting the Michigan Department of Environment, Great Lakes, and Energy (EGLE) geospatial technology initiatives. These duties will include the review, analysis, and editing of EGLE geospatial data. This position will be supporting efforts including: Geospatial database management, ArcGIS Online (AGO), and Esri Portal Technology. Preparation of data for mapping and reporting will be required. Other duties may be assigned as necessary.

**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**

Support GIS professional staff with the review, analysis, and editing of EGLE geospatial data.

**Individual tasks related to the duty:**

- Begin to learn the ArcGIS Online environment with the eventual goal of being able to produce web maps for business areas across EGLE or to meet a specific request based on an ongoing problem.
- Compile maps of business data as assigned.
- Conduct data cleanup and quality assurance reviews on multiple data sets.
- Preparation of data for mapping and reporting
- Work on tasks related to EGLE business data in the GIS database environment.
- Assist professional staff with providing access to map services and the development of the EGLE Open Data site.
- Help to support GIS software users throughout EGLE.

**Duty 2**

**General Summary:**

**Percentage: 30**

Assist GIS professional staff as they provide GIS software support, and services.

**Individual tasks related to the duty:**

- Assist with drafting workflow documentation.
- Assist in responding to GIS technical questions and concerns as possible, eliciting professional GIS staff support as necessary.
- Assist in providing requested GIS products as assigned by supervisor and/or professional GIS staff.
- Assist with data entry and maintenance.

**Duty 3**

**General Summary:**

**Percentage: 10**

Other duties as assigned

**Individual tasks related to the duty:**

- Assist with departmental functions as assigned.

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

This employee is expected to work closely with GIS professional staff and, when appropriate, learn to exercise independent judgment and initiative to complete the required tasks. Whenever possible, identify, recommend, and implement improvement in the methods and material utilized in the position. Communication to supervisor or GIS Project leader, areas where results when assistance or additional guidance is needed.

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

When established procedures do not produce satisfactory results, when controversy arises, when newly developed procedures affect others, when conflict in priorities occur, or when schedules cannot be met.

**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.**

Must be able to read, research, interpret paper and computer maps, and respond to memos, reports, and other written materials. Must be able to travel independently, by commercial transportation or automobile, to attend meetings, project locations, or other work-related activities. Must be able to represent EGLE and make presentations in meetings with local officials, transportation agencies, or other organizations. Normal effort required to sit, walk, and stand at will. Ability to use a computer keyboard and view the computer screen. Travel away from work locations required on as occasional bases to other areas within the state for periods of time up to several days.

**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):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | 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?**

The person in this position must possess the interest and ability to learn how to develop, use and promote state of the art methods for Geographic Information Systems. Must also be able to use aerial imagery and other photos, to locate features via a computer screen.

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

Previous PD was a composite and did not provide detail regarding duties. Per the supervisor, the duties and tasks have not changed. This position has always supported GIS professional staff with the review, analysis, and editing of EGLE geospatial data, and assisted GIS professional staff as they provide GIS software support, and services. PD has been updated to provide more detail regarding the responsibilities of the position.

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

The Information Management Division is responsible for evaluating internal processes, developing and implementing processes to support business needs, and assuring information is maintained effectively to support transparency and effective internal processes. As well as the coordination and implementation of GIS Technology for the department. This position supports this area.

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

**EDUCATION:**

Current enrollment in high school, vocational or technical school, or post-secondary educational institution.

**EXPERIENCE:**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The individual must know the fundamental principles of Geographic Information Systems. The individual must also be able to communicate verbally and in writing ideas, concepts and products to a wide range of audiences. Knowledge of Global Positioning Systems is desired. Knowledge of techniques used in the collection, organization, and analysis of data. Ability to plot effective maps. Ability to follow defined methods and procedures for use in the compilation, analysis and interpretation of data. Ability to communicate effectively with others

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid drivers license preferred.

**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

5/8/2024

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