

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.

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| 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 Specialist-2 | 10. Division Finance and Operations |
| 5. Working Title (What the agency calls the position) Compliance and Stewardship Specialist | 11. Section Grants Management |
| 6. Name and Position Code Description of Direct Supervisor MAYES, JON E; NATURAL RESOURCE MANAGER-3 | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor SUMMERS, CLAYTON J; STATE ADMINISTRATIVE MANAGER-1 | 13. Work Location (City and Address)/Hours of Work 525 West Allegan Street, Lansing MI / M-F; 8-5 |

14. General Summary of Function/Purpose of Position

This position will function as the statewide compliance and stewardship specialist in the Grants Management Section for the federal Land and Water Conservation Fund, state Michigan Natural Resources Trust Fund, Recreation Passport Program, Recreation Bond Fund, and Clean Michigan Initiative Programs. Responsibilities include ensuring properties acquired and/or developed with grant assistance are being retained and used for public outdoor recreation purposes in compliance with the project agreement and other applicable program requirements. Responsible for conducting post-completion inspections in accordance with the National Park Service inspection agreement. Prepares proposals for temporary non-conforming uses, transfer of land or sponsorship ownership, boundary adjustments and project agreement compliance and stewardship that do not constitute a permanent conversion of use. Provides technical guidance and support connecting communities with regional resources including non-profit organizations, community foundations, regional planning organizations and professional consultants.

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

Staff specialist responsible for resolution of land use conversion issues under the federal Land and Water Conservation Fund, state Michigan Natural Resources Trust Fund, Recreation Passport Program, Recreation Bond Fund and Clean Michigan Initiative Programs.

Individual tasks related to the duty:

- Analyze ongoing program operations and approve modification of the process used to resolve conversions as needed.
- Act as a liaison with state, local and federal staff in the process of resolving existing conversions and proposed new conversions, including monthly meetings with the National Park Service.
- Interpret existing and proposed laws, policies, and procedures as they relate to the program and consult with state, local and federal government in this regard.
- Develop strategies for conversion resolution that align with the objectives and priorities of the state as well as the federal government, when applicable.
- Apply knowledge and expertise to support local units of government with aspects of state and federal conversion of land use, recreation usefulness, due care obligations, appraisal requirements, public review processes, environmental screening and assessments, and State Historic Preservation Office review.
- Apply knowledge and expertise to support local units of government with aspects of requirements of the federal Land and Water Conservation Fund, state Michigan Natural Resources Trust Fund, Recreation Passport, Recreation Bond Fund and, Clean Michigan Initiative and other state and federal grant programs acquiring public land and facilities.
- Maintain a list of the status of known conversions.
- Preparation of state and federal conversion application packages.
- Submit an annual status report to the Michigan Natural Resources Trust Fund board in accordance with board policy.

Duty 2

General Summary:

Percentage: 30

Staff specialist responsible for post-completion site inspections and reporting under the federal Land and Water Conservation Fund, state Michigan Natural Resources Trust Fund, Recreation Passport, Recreation Bond Fund, and Clean Michigan Initiative Programs.

Individual tasks related to the duty:

- Conduct post-completion site inspections on previously acquired and/or developed lands for local units of government projects that have received grant assistance and at least once, every five (5) years thereafter.
- Conduct post-completion site inspections on previously acquired and/or developed lands for DNR internal projects that have received grant assistance and at least once, every five (5) years thereafter.
- Evaluate, report, and track the retention, appearance, maintenance, management, and availability of use for public outdoor recreation and assure appropriate signage is present at all assisted grant sites.
- Develop and maintain a post completion inspection tracking form, reports, and identified action items for all past grants.
- Submit annually to the NPS all inspections completed in person and those submitted through updated 5-year recreation plans.
- Develop and maintain reporting and tracking tools that interface with the online grant management system to depict grant history, programmatic compliance, and/or action items for grant recipients.
- Develop and maintain a list of grants that have been transferred from a grantee to another eligible recipient. Process the transfer of jurisdiction grant requirements and encumbrances for approval by the NPS and/or Program Manager.
- Develop a process in MiGrants to process and track full and partial transfer of jurisdictions.

Duty 3

General Summary:

Percentage: 15

Provide technical guidance and support connecting communities with regional resources including non-profit organizations, community foundations, regional planning organizations and professional consultants.

Individual tasks related to the duty:

- Evaluates census information, historical grant funds received, and other pertinent data to identify underserved communities.
- Establishes relationships with partner organizations such as non-profits, community foundations, regional planning organizations and professional consultants.
- Coordinates with partner organizations to identify capacity and funding resources to assist underserved communities.
- In conjunction with the section's regional grant coordinators, provides technical support to underserved communities for grant applications, five-year recreation plans and other aspects of department grant programs.

Duty 4**General Summary:****Percentage: 5**

Perform other duties as assigned.

Individual tasks related to the duty:

- Serve the Grants Management Section as the record retention and electronic file management liaison.
- Provide technical assistance to other divisions as needed related to appropriate grant administration processes.
- Attend regular section and sub-section meetings to discuss relevant grant issues, updates and potential changes.

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

Decisions regarding time management, approach for daily work activities and methods of communication. Local Units of Government rely on swift and effective methods to help work through identified conversion and compliance issues to help ensure future grant success.

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

Decisions that involve high profile, political, or sensitive situations where there may be no written guidelines.

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.

Majority of work will occur in a standard office environment with long periods of sitting and extensive use of keyboards, however, the incumbent will be required to periodically visit work sites in undeveloped or remote locations statewide.

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):**

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|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <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?

This position will be recognized as the statewide compliance and stewardship specialist in the Grants Management Section for the federal Land and Water Conservation Fund, state Michigan Natural Resources Trust Fund, Recreation Passport Program, Recreation Bond Fund, and Clean Michigan Initiative Programs. Responsibilities include ensuring properties acquired and/or developed with grant assistance are being retained and used for public outdoor recreation purposes in compliance with the project agreement and other applicable program requirements. Responsible for conducting post-completion inspections in accordance with the National Park Service inspection agreement. Prepares proposals for temporary non-conforming uses, transfer of land or sponsorship ownership, boundary adjustments and project agreement compliance and stewardship that do not constitute a permanent conversion of use. Provides technical guidance and support connecting communities with regional resources including non-profit organizations, community foundations, regional planning organizations and professional consultants.

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?

Grants Management administers several grant programs on behalf of the Department, including the Michigan Natural Resources Trust Fund, the Land and Water Conservation Fund, the Recreation Passport Local Grant, Dam Management Grant, Michigan Invasive Species Grant, and the Marine Safety Grants to Counties programs. This position will serve as the Department's recognized stewardship and compliance officer who will ensure grant assisted sites in Land and Water Conservation Fund, Recreation Passport, Michigan Natural Resources Trust Fund, Bond Fund, and Clean Michigan Initiative are open and available to the public for outdoor recreation in perpetuity.

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 Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of methods of planning, developing, and administering programs.
- Knowledge of state and federal laws and legislative processes related to the work.
- Knowledge of the need, preparation, and use of reports. Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.
- Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.
- Ability to plan, coordinate, and expedite work projects.
- Ability to interpret complex rules and regulations.
- Ability to communicate with others verbally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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.

N/A

I certify that the entries on these pages are accurate and complete.

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