

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. STUDASTE
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## 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> MIL AFFR CENTRAL OFFICE
<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> CFMO
<b>5. Working Title (What the agency calls the position)</b> Environmental Student Assistant	<b>11. Section</b> Environmental
<b>6. Name and Position Code Description of Direct Supervisor</b> ; ENVIRONMENTAL MANAGER-3	<b>12. Unit</b> Camp Grayling- Environmental
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; ENVIRONMENTAL MANAGER-4	<b>13. Work Location (City and Address)/Hours of Work</b> Camp Grayling, Bldg 100A / 7:45 A.M. to 4:30 P.M., Monday - Friday

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

The function of this position is to assist Camp Grayling- Environmental Division staff in implementation and administration of a wide range of natural resource management programs and activities. This position will support compliance with appropriate laws and regulations and to provide responsible long-term management of the training site environment.

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**

Assist ENV staff on implementation of environmental projects.

**Individual tasks related to the duty:**

- Assist staff with field surveys, monitoring, and data collection of plants and wildlife on conservation/ natural resource projects.
- Utilize maps, GPS, GIS, compass, datasheets, and other field equipment to navigate and collect field data on multiple natural resource projects under the direction of ENV staff.
- Utilize Excel, Word, ArcGIS Pro, Field Maps, Survey 123, and other software to manage and compile natural resource field data.
- Regular and substantial driving to access project locations and military facilities including travelling roads and trails to conduct field work.

**Duty 2**

**General Summary:**

**Percentage: 30**

Assist GIS lead with cartography and GIS/ spatial data functions for internal ENV needs as well as map requests.

**Individual tasks related to the duty:**

- Utilize existing GIS layers to create basic maps to support military training.
- Assist with map requests including printing, cutting, and laminating to support military training.
- Validate new GIS data and associated attributes for consistency with existing data requirements.

**Duty 3**

**General Summary:**

**Percentage: 20**

Conduct various duties as assigned.

**Individual tasks related to the duty:**

- Perform routine maintenance, troubleshooting, and minor repairs on a variety of field equipment, including ruggedized laptops/tablets, GPS units, data loggers, and wildlife surveying gear, etc.
- Label digital photos, print, scan, and photocopy documents related to management of Environmental programs.
- 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.

Minor day-to-day decisions will be made independently to complete assigned work. Provide results/summary to supervisor for review after fieldwork investigations are completed.

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

All other decisions aside from day-to-day actions to complete assigned work. Work and projects will be assigned by supervisor.

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.

Conducts field work by walking and traversing difficult terrain in adverse conditions (extreme heat/cold, rain, pests, etc.) to reach project locations. Safely operating or riding passenger in a State of Michigan 4WD vehicle and UTV to navigate roads and trails in all weather conditions to travel to field locations and/or military facilities. This position involves regular and substantial driving, with up to 50% of duties requiring travelling to field locations or military facilities.

Regularly operating a computer and/or sitting at a desk in an office environment.

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, management developed PD.

23. What are the essential functions of this position?

The function of this position is to assist Camp Grayling- Environmental Division staff in implementation and administration of a wide range of natural resource management programs and activities. This position will support ENV staff to ensure compliance with appropriate laws and regulations and to provide responsible long-term management of the training site environment. This position requires regular and substantial driving to access project locations and military facilities including travelling roads and trails to conduct field work.

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 work area facilitates MIARNG construction and training projects by assisting Environmental Section Program Leaders in evaluating, avoiding, minimizing, documenting and/or mitigating environmental impacts and conditions while complying with federal, state, U.S. Army and ARNG laws, regulations, Instructions and official guidance. The position supports this function.

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:**

**Student Assistant A**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Skill in interpreting and applying federal & state environmental laws & regulations, U.S. Army regulations, maintaining analysis and records documentation, preparing reports and correspondence. Basic understanding of Michigan flora and fauna. Ability to use field guides for species identification. Skills include communication, ability to interact with people to collect data, working with others as a member of an interdisciplinary team, working independently, organizing projects and maintaining project tracking data, ability to organize and prioritize workload and communicate with coworkers while maintaining a professional demeanor.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Maintain a 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.

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