

1. Position Code

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.) Vacant	8. Department/Agency ENVIRONMENT, GREAT LAKES & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Classification of Position Student Assistant	10. Division Information Management Division
5. Working Title of Position (What the agency titles the position) Student Assistant	11. Section
6. Name and Classification of Direct Supervisor MCKNIGHT, KEVIN P; STATE ADMINISTRATIVE MGR-1	12. Unit
7. Name and Classification of Next Higher Level Supervisor PAGRATIS, BRAD E; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Constitution Hall 525 W. Allegan St., Lansing, MI / Monday-Friday 8am-5pm

14. General Summary:
 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.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done

to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time** 60

Provide support to 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 mapservices and the development of the EGLE Open Data site.
- Help to support GIS software users throughout EGLE.

Duty 2

General Summary of Duty 2 **% of Time** 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 of Duty 3 **% of Time** 10

Other duties as assigned

Individual tasks related to the duty.

- Assist with departmental functions as assigned.

Duty 4

General Summary of Duty 4 **% of Time**

Individual tasks related to the duty.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Due to the technical nature of the duties, guidelines for task completion are frequently not available; This employee is expected 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 of independent judgment may need to be reviewed.

17. Describe the types of decisions that require your 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 do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

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 classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility for the above-listed employees includes the following (check as many as apply):

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

21. I certify that the above answers are my own and are accurate and complete.

_____ Signature

_____ Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential duties 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.

New 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. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Currently enrolled in a program with a concentration in urban or regional planning, resource development, engineering, statistics, mathematics, geography, economics or a related field. .

EXPERIENCE:

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:

A valid driver's license is required to perform the duties of this position.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date