

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

This position description serves as the official classification document of record for this position. Please complete this form 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
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Departmental Technician 7-9	Forest Resources Division
5. Working Title (What the agency calls the position)	11. Section
Incident Coordination Center (ICC) Program Technician	
6. Name and Position Code Description of Direct	12. Unit
Celeste Chingwa or Jeff Vasher , Natural Resource Manager 14	Marquette Repair Shop or Roscommon ICC
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Jason Stephens, FRD Assistant Chief	Marquette Warehouse and Repair Shop OR Roscommon ICC M-F 8-5
14. General Summary of Function/Purpose of Position	
<p>This position supports the Forest Resources Division's (FRD) Incident Coordination Center for accessing, maintaining, and understanding historical records and databases for wildland fire operations under the direction of the Resource Protection Manager (RPM). Provides accounting, procurement, and budget support by standard accounting practices and the Statewide Integrated Governmental Management Applications (SIGMA) procedures for the Forest Resource Division's Incident Coordination Center and Repair Shop. This position helps develop procedures to ensure streamlined processes for radio dispatch and the ICC payment processing.</p>	

15. Please describe the assigned duties, the percentage 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 of Duty 1 % of Time 40

Assist staff in Forest Resources Division's (FRD) Incident Coordination Center for wildland fire regulation questions. Utilizes FRD's policies and procedures, GIS technology, physical maps, and other documented data to accurately direct and track fire staff during emergencies.

Individual tasks related to the duty.

- Assist Forest Resources Division's (FRD) Incident Coordination Center with wildland fire regulation questions.
- Maintain historical records/databases.
- Become proficient in the use of department applications that require internal access such as but not limited to the following: DNR GIS Portal - Maps - Database of Michigan land base properties and use locator; DNR Wildland Fire Application - ongoing fire location tracking and historic data entries. This application houses FRD's fire plans and planned fire response and includes department Forest Certification Work Instructions references.
- Access federal and state agency fire applications and websites, several of which require applying for and gaining access to individual state fire application sites to track fire activity and resources committed during high fire activity.
- Reference daily fire information and guidance and relay information if requested. This would include current and historical information.
- Accesses and requests weather information from the National Weather Service and Great Lakes Fire and Fuels for ongoing fires and prescribed burn needs when assistance is needed.
- Keep all manuals and reference materials (hard copies) updated for emergency operations in times of power outages and disaster situations.
- ICC dispatch organization and fire application entries and corrections. Use available technologies, web pages, and applications to identify fire locations to assist the duty officer.
- Perform radio console updates weekly as required by MSP-NCC.
- Provide customer service to the public, vendors, and DNR or other agency staff via telephone, radio, personal contact, and written and/or electronic communications.

General Summary of Duty 2 % of Time 10

Position utilizes radio and other conventional communication methods to direct staff during emergency and prescribed fire situations. Maintain communication log of all transmissions and assignments during fire operational periods. This position is the communication resource for peninsula-wide wildfires and divisional emergency response tracking firefighting personnel and equipment resources including aircraft.

Individual tasks related to the duty.

- Monitor, respond, coordinate, and record regional radio communications. Maintain daily log which includes forest fire dispatch, prescribed burn activities, aircraft wildlife surveys, and other missions.
- Perform radio console updates weekly as required by MSP-NCC.
- Generate regional radio repair requests and/or programming from the statewide Equipment Asset Management database.

General Summary of Duty 3 % of Time 15

Provide support to the ICC by processing payments, requisitions, and vouchers to vendors, other state agencies, and employees according to DTMB and DNR policies and procedures. Compiles, reviews, and monitors financial data.

Individual tasks related to the duty.

- Process payments in SIGMA, verify accuracy of invoices, assure correct accounting and coding, meet due dates, repair parts, supplies, or services providing for the continued functioning of Repair Shop.
- Coordinate with Program Services staff on business processes to maintain accuracy across the division.
- Participate in meetings and discussions to ensure processes are streamlined.
- Enter purchase requisitions in SIGMA, assuring correct accounting and coding, for Repair Shop, to conform to policies and procedures and/or to obtain stable pricing for products or services.
- Communicate policies and procedures with fellow staff on activities relating to time, purchasing, or equipment/inventory issues to ensure proper procedures are followed.
- Monitor, document, and track vehicle usage reports for VTS and Fuel Cards for the Repair Shop.
- Perform Procurement Card Monthly Reconciliation, assist personnel with completions and disbursements to the administrating departments.
- Use knowledge and independent judgment to determine if purchasing violations have occurred and proper contracts are being utilized and notify appropriate staff if purchasing violation is suspected.
- Adhere to department and DTMB policies, procedures, and directives.

Duty 3 -

General Summary of Duty 4 % of Time 15

Incident Coordination Center Regional Report, Certification, and Training Maintenance for the Repair Shop.

Individual tasks related to the duty.

- Fitness testing coordination under the guidance of the RPM – Planning, scheduling and data entry annually tracking and entry of certifications and qualifications.
- Incident Qualification System (IQS) National database maintenance.
- Enter information from the field into IQS Database: New hires, fire experience, training certifications, task book initiations and certifications, fire qualifications, fire evaluations, refresher training.
- Attach paper copy PDFs to employee's IQS profiles and save in a folder on the duty officer drive. Update employee's IQS as necessary.
- Document provided certified task books after task book review committee's recommendation.
- Print Red Cards for department personnel.
- Provide department personnel with their official master record information for review and reference.

Duty 4 -

General Summary of Duty 5 **% of Time** **10**

Timekeeping for assigned Home Units and addressing other personnel items.

Individual tasks related to the duty.

- Audit time entry assuring accurate accounting and compliance with SIGMA rules, union contracts, and Civil Service rules. Notify employees and/or supervisors if corrections are necessary before the deadline.
- Provide backup assistance for other home units within the division.
- Distribute information relating to personnel issues to keep employees current on policy and/or procedure changes.
- Maintain personnel records for staff and handle all personnel paperwork in the hiring of new and existing employees.

Duty 5 -

General Summary of Duty 6 **% of Time** **5**

Functions as a knowledgeable regional assistant to the Resource Protection Manager of department inventory data and provides backup support to the divisional office if needed.

Individual tasks related to the duty.

- Assign identification numbers to new DNR, FEPP, and DOD equipment obtained for FRD programs, following State and/or Federal procedures.
- Prepare disposal documents for State-owned equipment disposed of through DTMB Surplus Property Program and assist when needed in the federally owned equipment disposed of through USDA Forest Service/General Services Administration.
- Prepare transfer documents for equipment moving to the new location. Coordinate with appropriate employees and/or local fire department personnel on proper procedure and paperwork maintaining up-to-date inventory records.
- Populate and improve spreadsheets for the regional tracking of equipment which would include Request for Repairs, Repair Orders, and Cost.

Duty 6 -

General Summary of Duty 6 **% of Time** **5**

Assist with other projects outside the scope of normal duties.

Individual tasks related to the duty.

- Attend professional development and participate in training sessions on a continuous basis to keep current on various personnel, administration, and computer management issues.
- Answer questions from the public related to Department/Division policy or procedures. At times, must resolve conflicts involving forest users, and/or the public at large.
- 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.

Priorities are determined by due dates, policy and procedures, and supervision by either direct or higher-level managers. Knowing priorities and managing time to accomplish assignments within proper timelines. Interpret rules, regulations, policies, and procedures regarding program management for the public and department staff. In the absence of the supervisor, answer questions and guide staff and the public to continue operations of the repair shop and ICC Ordering necessary office equipment and supplies. Both field and Lansing FRD staff, local fire departments, federal employees, vendors, and the public benefit from the timeliness in which tasks are completed.

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

Scheduling of field assignments
Purchasing supplies or repair parts over delegated spending limits
Major office equipment purchases
Extended use of leave time
Dispatching fire resources
Approval of invoices

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical effort to do daily job tasks consists of everyday repetitive motions of performing computer and office functions. Lifting packages to get ready for pickup by delivery service (taping, labeling, etc) and performing inventory duties. Environmental conditions would consist of fumes from shot welding equipment and exhaust that tend to come into office space, generally during winter months at Regional Repair Shop(s). Stress due to increased workload and deadlines.

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. (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. This position's responsibilities 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

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?

Program support for the Regional Repair Shop and ICC. Area correspondent for day-to-day operations and peninsula-wide communication resource during emergency wildland fire operations.

This position has the delegation authority to manage workload around time-sensitive functions. The essential duties include payment processing, distributing procurement card charges, and timekeeper for home units. This position keeps equipment repair files and shop records.

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

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

Support overall operations at the Regional Incident Coordination Center and Repair Shop. The Incident Coordination Center is a regional coordination center responsible for monitoring regional/peninsula fire communications, geographical equipment records, and retaining training records for the regional fire programs within the peninsula.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Experience Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level in state service. OR
One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service. OR One year of experience performing administrative support activities equivalent to the 9-level in state service. OR Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Microsoft Office Suite.

Knowledge of or the ability to become knowledgeable of Incident Coordination Center operations and communication

Knowledgeable in the Forest Resource methods, practices, procedures, and policies related to statewide fire operations.

Knowledge of department radio system and emergency procedures, as well as radio protocol.

Knowledge of map reading for directing emergency response units to needed field locations.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

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