

Position Code 1.

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
	Materials Management Division
5. Working Title (What the agency calls the position)	11. Section
Sustainability Communications Intern	Sustainability Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Emily Freeman, EQM 14	Recycling Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Jeff Spencer, SAM 15	Lansing Stabenow Building/29 Hrs/Week Max up to 129 / Calendar Month/In Person with some remote work time.

14. General Summary of Function/Purpose of Position

Provide support to the Sustainability Section in evaluating sustainability grants for significant accomplishments and “good news” stories that can be highlighted on EGLE’s MI Environment webpage. Position must be able to communicate with recycling and energy grant managers, summarize achievements, and evaluate the potential for positive communication, and draft a short news article explaining why projects are significant and newsworthy.

Duty 3

General Summary of Duty 3

% of Time 10

Perform other tasks assigned by the Sustainability Section.

Individual tasks related to the duty.

- Assist with data on recycling rate.
- Develop communications promoting the Sustainability Sections mission.
- Assist with communications involving the Solar For All program .

Duty 4

General Summary of Duty 4

% of Time 10

Student intern to prepare for End of Internship Presentation.

Individual tasks related to the duty.

- Prepare final presentation.
- Present to division staff, internal/external stakeholders, may include faculty/staff from student's education institution.

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

Prioritization of daily work assignments based on general guidance from supervisors or lead worker.

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

Daily work assignments require supervisory review.

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.

The may involve touring sites, with occasional exposure to a variety of weather conditions, potential fugitive emissions from facilities, and physical hazards associated with the facilities, such as proximity to large vehicles or heavy equipment. Otherwise work is consistent with an office environment.

23. What are the essential functions of this position?

The essential duties of this position are to assist staff within assigned work area.

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

This is a newly established position.

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

The function of the work area is to increase recycling, reduce waste and promote clean energy alternatives. This position assists Sustainability Section staff in achieving these objectives.

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

Experience with Excel spreadsheets and use of Excel graphics preferred.

EDUCATION:

Current enrollment in college or university and pursuing a degree in Environmental Science or Sustainability. Emphasis or interest in communications, journalism or equivalent preferred.

EXPERIENCE:

Candidate must possess proficiency with Microsoft Office applications. Excellent written communication skills a must.

KNOWLEDGE, SKILLS, AND ABILITIES:

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Knowledge and ability to operate common business software (e.g. MS Office, Excel).

GIS training and experience preferred.

Ability to spend multiple hours working at a computer workstation.

Ability to read and think critically.

Ability to write descriptively and succinctly.

Ability to understand and follow direction.

Ability to communicate effectively, orally and in writing.

Ability to organize, plan, and complete projects efficiently.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license preferred

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

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10/31/2025

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.