

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. RESRALTA

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.

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency DNR-NATURAL RESOURCES
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Resource Management
4. Civil Service Position Code Description Resource Analyst-A	10. Division Forest Resources
5. Working Title (What the agency calls the position) Forest Legacy Program and Land Specialist	11. Section Program Services
6. Name and Position Code Description of Direct Supervisor SUNDBERG, ERIKA A; DEPARTMENTAL MANAGER-3	12. Unit Employee Services Unit
7. Name and Position Code Description of Second Level Supervisor HETHERINGTON, MICHAEL J; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Forest Resource Division location with available space / Monday-Friday 8:00 am to 4:30 pm
14. General Summary of Function/Purpose of Position <p>The Forest Legacy Program and Land Analyst is the recognized resource person responsible for conducting research for grant applications, outreach and communications efforts, determining project eligibility, and participating in project development and implementation, all primarily for the Forest Legacy Program. This position will also conduct research and grant development for other grant programs. Additionally, this position will conduct land transactions, including acquisitions, exchanges, and disposals.</p>	

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: 75

Recognized resource for Forest Legacy Program project development, implementation, and outreach.

Responsible for researching, developing, and implementing Forest Legacy Program projects. Also responsible for outreach and communications efforts related to the Forest Legacy Program.

Individual tasks related to the duty:

- Compile nomination applications received for the Forest Legacy Program, confirm eligibility, and coordinate their review with the Forest Legacy Program Subcommittee and Forest Stewardship Advisory Committee.
- Conduct research and collect data for Forest Legacy Program grant applications/project briefs. Provide direction in the development of project briefs for submission for funding consideration.
- Coordinate and gather Forest Legacy Project due diligence including mineral evaluations, baseline documentation, and market analysis.
- Coordinate outreach and communications for the Forest Legacy Program with a focus on the Inflation Reduction Act project categories and opportunities.
- Develop outreach strategies, materials, webinars, and communications.
- Collaborate with appropriate staff to make appropriate updates to the Forest Legacy Program portion of the DNR website.
- Collaborate with appropriate staff to develop a story map for completed Forest Legacy Program projects for use in outreach efforts.
- Participate in FLP meetings and webinars.
- Provide support in updates to the Forest Action Plan as it pertains to the Forest Legacy Program.
- Oversee proper recordkeeping for all Forest Legacy Program and project documents according to policy.
- Ensure that all Forest Legacy Program documents developed for Michigan's program are current and appropriate.

Duty 2

General Summary:

Percentage: 20

Land transaction and grant development assistance.

Coordinate land transactions, including acquisitions, exchanges, disposals, and easements. Provide technical assistance in grant application development and implementation.

Individual tasks related to the duty:

- Conduct research and collect data for Michigan Natural Resources Trust Fund grant applications. Assist with development of grant applications and submission for funding consideration.
- Conduct research for other grant funding opportunities as they arise and assist in grant application development.
- Analyze land acquisition priorities for Forest Resources Division and recommend funding options.
- Coordinate discussions and meetings related to land transactions including acquisitions, exchanges, disposals, and easements on state forest land.
- Provide expert assistance on priority land transactions.
- Participate in FRD and DNR meetings related to state forest lands and transactions.

Duty 3

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Based upon various workloads within the unit, take on special assignments.
- Based upon the priorities of the department and at the discretion of the division, serve on various teams that are established.

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

This position determines eligibility of proposed Forest Legacy Program projects and coordinates the required review of nominations. This position will also make decisions and recommendations regarding Forest Legacy Program project due diligence documentation and whether it meets the requirements of the Forest Legacy Program and complies with industry standards as well as state and federal policies and statutes.

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

Decisions that involve high profile, political, or sensitive situations where there are no written guidelines. Decisions where statutes, rules, and policies may conflict or are ambiguous. Final approval of project due diligence documentation, grant applications, and land transaction and funding recommendations. Purchases, out of state travel, media releases, legal agreements, and decisions that may cause significant, unplanned budget impacts.

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.

Position requires time spent in the field conducting research and collecting data for grant applications. Will be exposed to weather during all seasons, navigating rough terrain, driving off road, exposure to insects and other hazards while working in the field. Position will also be in an office requiring use of a computer and keyboard, long periods of sitting and repetitive motion. May require overnight stays if working in a location far from the office or for special projects.

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):

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

This position is responsible for conducting research and collecting data for grant development. This position is also responsible for program implementation, compliance, outreach, and adherence to the requirements of the Forest Legacy Program.

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?

FRD administers and manages the Forest Legacy Program in Michigan. This position will serve as the primary staff responsible for project development, grant research and data collection, outreach and communications, and recordkeeping for the Forest Legacy Program. This work is required to meet the grant agreement obligations for Forest Legacy Program funding. Additionally, this position will be responsible for providing expert assistance with other grant programs and land transactions.

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 a physical, biological, or natural resource science, resource management, resource planning, engineering, or a related field.

EXPERIENCE:

Resource Analyst 12

Three years of professional experience in the protection, development and maintenance of land, water, or natural resources, including one year equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate and interact collaboratively with peers and managers.
Ability to work well with stakeholders and partners.
Ability to communicate effectively with a variety of organizations and agencies.
Good public relations skills and the ability to portray a positive image of the Department.
Experience with conducting research and collecting data for grant application development. Experience writing successful grant applications is a priority.
Strong written and oral communication skills. Public speaking experience is a priority.
Ability to work in the field in adverse driving and weather conditions.
Ability to plan and organize work projects.

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.

None.

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

QUINN BENSINGER

7/8/2024

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