

State of Michigan
Civil Service Commission

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

Position Code

1. STUDASTE

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 AGRICULTURE AND RURAL DVLPMNT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Agriculture Development Bureau
4. Civil Service Position Code Description Student Assistant-E	10. Division Producer Services Division
5. Working Title (What the agency calls the position) Private Lands Forestry Student Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor SCHRAM, BENJAMIN; ENVIRONMENTAL MANAGER-3	12. Unit Private Lands Forestry Programs
7. Name and Position Code Description of Second Level Supervisor GLASPIE, STEVIE L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 525 W Allegan St, Lansing, MI 48933 / Office hours vary Monday-Friday, 8:00 AM – 5:00 PM

14. General Summary of Function/Purpose of Position

This student assistant position assists the Private Lands Forestry Programs in a variety of general office and program tasks. This position performs work under close and immediate supervision of the program manager and senior program staff. Duties include scanning and storing legal documents in the program's database and assisting with data entry and data clean-up in program databases. This position assists with mailing documents, and other program information to landowners, local governments, and program stakeholders. This position also assists with other general office responsibilities.

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: 100

Assist in general program tasks of the Qualified Forestry Program.

Individual tasks related to the duty:

- Scan and store legal documents, affidavits, harvest reports, transfers, recissions, plan amendments, 2-mill fees and new forest management plans in the program's database.
- Assist in monitoring program email inbox.
- Data entry and clean-up of contact information in the database.
- Assist in regular and mass mailings to enrolled landowners, qualified foresters, and local governments.
- Other assignments or projects, as assigned.

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

Independent decisions are limited to basic tasks related to daily work plans which would directly affect the resulting completion of those plans.

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

The supervisor is expected to provide detailed work directions for all tasks unless they are clearly understood through repetition.

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.

This position is located in a typical office environment and requires an ability to interact well with others in one-on-one and team settings. This position will spend long periods of time working on a computer and may require lifting office supplies up to 40 lbs.

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?

To provide administrative support to the Qualified Forestry Program.

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

This is a new position.

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

The work area provides services to private landowners that would like to enroll their forests to the Qualified Forestry Program in exchange for an exemption from local school operate milage This position supports the program manager in these efforts.

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.

Enrollment in a postsecondary educational institution working on a degree in economics, public administration, public health, animal health, plant health, food science, biology, natural resources or other food and agriculture related degree is preferred.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

Demonstrated experience in assisting with program administration, event planning, databases, spreadsheets, reporting programs, etc., is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of general office duties including Microsoft Office Suite.
Ability to work and interact with people.
Ability to multi-task as projects are assigned.
Excellent organizational skills to track, record, and organize paper and electronic files.

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

3/26/2025

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