

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

Position Code

1. DEPTALTAM60Y

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)
4. Civil Service Position Code Description Departmental Analyst-A	10. Division Parks and Recreation
5. Working Title (What the agency calls the position) Waterways Operations, Recreation, and Sustainability Coordinator	11. Section Resource Protection and Promotion
6. Name and Position Code Description of Direct Supervisor FLEMING, JASON A; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor KOSICK, KRISTEN; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Deborah A. Stabenow Building or at a Parks & Recreation facility based on office space availability / 40 hours per week

14. General Summary of Function/Purpose of Position

This position is the recognized resource for statewide waterways operations and sustainability efforts, responsible for coordination of policies, staff training, marketing, long range planning, fees, and other related responsibilities for the PRD managed waterways facilities. This position is the recognized resource responsible for creating and developing short- and long-term sustainability strategies for waterways and other PRD facilities, including monitoring and evaluating effectiveness of these programs. The position coordinates the statewide Grant-In-Aid recreational harbor program and serve as the main point of contact to cooperatively manage the policies, operational requirements and regulations associated with those community harbors and boating access sites. This position must be able to positively interact with many types of people from varied backgrounds, organizations, local officials, media, engineers, and the public to provide accurate information about PRD's waterways program. The position also ensures that boating trends are recognized and evaluated, and the statewide public recreational harbor system remains stable, efficient, and relevant to meet the needs of the public boating facilities and the harbor communities.

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: 45

The position is the recognized resource and main point of contact collaborating with the Parks and Recreation Division (PRD) & Community Grant-In-Aid (GIA) harbors and boating access sites to assist in operational policies and procedures and other related aspects to ensure the facilities meet recreational boater expectations and are following efficient guidelines and practices.

Individual tasks related to the duty:

- Review, analyze, and make modification recommendations as appropriate for all contractual language related to the boating program. This includes any contract negotiations, related software implementations like MiGrants, the CRS vendor agreement, and others, and be the lead DNR representative for any boating related items.
- Represent the Central Reservation System (CRS) Team on all boating related issues. Lead contact for the SOM CRS vendor. This includes being the primary point of contact for all components, including reservations, operating standards, and other items specific to harbor operations.
- Participate in state and GIA redevelopment project meetings to ensure operational efficiencies and sustainability is being considered during the design and construction process at all waterways facilities.
- Act as a facilitator associated with local communities and assist with their inquiries as to harbor related issues.
- Represent PRD as the Class A position for underground storage tank program and be responsible for all training efforts related to PRD staff at state facilities.
- Analyze current boating trends and manufacturing standards determining the relationship between these and operating policy and procedures. Update policies and procedures as needed.
- Provide support to PRD and GIA in facilitating issues related to operations, dredging, permits, invasive species or a Statewide process. This would incorporate the collaboration of other program managers to help develop better standards and assist in conflict resolution.
- Develop current and long-term infrastructure guidance to the waterways program through analysis based on boating trends, budget, and boater needs.
- Regularly review current practices for harbor operations for best practices and efficiencies, and update as needed. Communicate directly with State and GIA staff. Provide a mechanism to share information between the two groups.
- Develop and implement Waterways rate system for transient, seasonal, and commercial boats for PRD and GIA harbors and boating access sites.
- Coordinate with the Division Safety coordinator on inspections of boating facilities as needed. This may include putting together a sample of locations to be inspected every year to review if standard operating procedures are followed.
- Responsible for reviewing current pricing for boating trends and align fees with true infrastructure costs related to short term funding (labor, utilities) and long-term issues (capital projects, major maintenance)
- Provide representation on the PRD Boating team, and other division and department teams and committees to ensure boating and waterways operations are being represented. Additionally represent the waterways program in LPI's and other related initiatives
- Review, analyze, and develop waterways transient and seasonal rate schedules for State and GIA facilities.

Duty 2

General Summary:

Percentage: 20

Recognized Resource for sustainability efforts for PRD waterways facilities.

Individual tasks related to the duty:

- Create and developing an organization's short- and long-term sustainability strategy summary for waterways and other PRD facilities in coordination with Green Initiatives Team,
- Responsible for monitoring, implementing, and continuously evaluating the effectiveness of sustainability programs, projects, and pilots at waterways and other PRD facilities.
- Co-chairs the Green Initiative Team for PRD and works on the PRD strategic plan team related to sustainability.
- Monitor emerging sustainability trends to look for applicability in the PRD system.

Duty 3

General Summary:

Percentage: 20

This position coordinates collaboration with PRD and GIA communities to ensure compliance with policies and agreement requirements.

Individual tasks related to the duty:

- Responsible for GIA project agreement compliance and development of reports and data to ensure grant projects are in compliance with their grant agreement, and provide accurate and reliable information for PRD to make effective and efficient decisions regarding current and future grant requests to ensure we are aligned with documented audits
- To work with the waterways, grant program manager to share information related to pending or current waterways sponsored grants

and assist with grant evaluation and scoring as necessary

- Approve seasonal and commercial slip use within State and GIA harbors. This is based on updating language within the agreements and reviewing past contracts to determine compliance issues. This position is required to develop standards for implementing the numbers of allowable slips and the process required for approval.
- Regularly review current practices and develop strategies to find sustainable efficiencies in operating standards, energy use, water conservation, and alternative energies to reduce costs and maximize revenues. Position is responsible for following up with communities to ensure documentation is submitted routinely.
- Perform data analysis of required periodic submissions of information of GIA projects to ensure accuracy and timeliness and follow up with communicates on missing data.
- Regularly review grant agreement requirements for effectiveness and adjust as necessary to make sure requirements stay relevant.
- Maintain records of GIA grant awards and grant responsibilities
- Coordinate and lead DNR efforts on annual harbormasters meeting between state and GIA facilities.
- Work with the Central Reservation System vendor and Department liaisons on issues related to boating operations, fees, inventory, and other procedural information related to the harbor reservation system.

Duty 4

General Summary:

Percentage: 10

Strategize with the DNR and PRD marketing team members, reservation system vendor, and local public and private harbors to promote sharing of information related to promotions and events and to ensure that our digital resources pages remain up to date and relevant

Individual tasks related to the duty:

- Serve as Boating Team liaison for all marketing and promotional efforts for boating efforts.
- Work with marketing and outreach liaison to develop marketing plans, social media campaigns, and event promotion for waterways facilities.
- Continuously seek opportunities to expand awareness and promotion of boating and the waterways program
- Review and provide data and support for our digital Harbor Guide, Michigan Recreation Boating Information System, CAMIS, and other related materials. Work with other program staff and GIA communities to ensure information is accurate and correct.
- Work within PRD team on harbor survey data, to analyze customer feedback, edit questions, and report on findings.

Duty 5

General Summary:

Percentage: 5

Responsible for waterways training and the development of standards for boating operations and instructions on customer service, and other duties as assigned.

Individual tasks related to the duty:

- Develop and implement statewide Harbor Operation standards, best management practices, and procedures in collaboration with the PRD and GIA members.
- Work with the PRD training coordinator to develop opportunities for training staff on areas of hospitality and customer service related to boating facilities
- Work with PRD and GIA communities to provide consistent standards and share ideas that could be implemented within the system.
- Ensure waterways related policy and procedure, dockhand manual, and other guidance documents are up to date and relevant.
- Work with GIA and state operators for CRS training, including PCI compliance Work with the Central Reservation System (CRS) vendor and Department CRS liaisons on operations, fees, inventory, and other procedural information related to the harbor reservation system.
- Attend workshops and training opportunities to ensure the individual is on a continuous learning process.
- Provide relevant boating and waterways training opportunity information to both state and GIA staff on items including, general operations, CRS, UST, marine industry, MBIA, etc.
- 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.

Decisions that relate to ongoing assignments are routinely made independently. Provide advice on appropriate actions to be taken depending on the situations.

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

Decisions that are sensitive in nature or decisions where policy interpretations is unclear.

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 functions in a typical office environment. Physical efforts include sitting, standing, computer work, and periodic lifting of materials. Some travel is required, and employee would be responsible to load and unload training materials from a vehicle.

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 the recognized resource for waterways operations statewide for state facilities and GIA communities, responsible for ensuring accurate and timely Grant-In-Aid (GIA) project agreement compliance, and reporting compliance information to the Resource Management/Operations Section of PRD as required for effective and efficient decision making, and related sustainability efforts.

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

This position has become the statewide recognized resource advising state staff and GIA communities on harbor operations. Additional responsibilities have also been added for representing waterways in CRS contract negotiations and implementation. This position is now the recognized resource for waterways facility sustainability efforts within the Division. This position is now the co-chair for the Green Initiatives Team, with significant involvement in that team.

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

The work area is responsible for providing recreational opportunities and managing DNR facilities in accordance with the DNR mission and goals. The function of the position is to obtain and analyze data regarding state and Grant-in-Aid communities and format into combined data program to obtain statewide information of waterways facilities operations and management, and to serve as the recognized resources for waterway sustainability efforts and GIA policies, procedures, and community interactions.

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 any major.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of research and analysis.

Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.

Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services

Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs.

Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.

Knowledge of the economic, social, political, and business conditions of the state.
Knowledge of the legislative process and governmental organization and structure.
Ability to analyze, synthesizes, and evaluates a variety of data for use in program development and analysis.
Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.

**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.

RYAN STARKWEATHER

8/6/2024

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