

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 DNR-NATURAL RESOURCES
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Resource Management
4. Civil Service Position Code Description Student Assistant-E	10. Division Wildlife
5. Working Title (What the agency calls the position) Student Assistant	11. Section Planning and Adaptation
6. Name and Position Code Description of Direct Supervisor MICHAEL DONOVAN, Natural Resources Manager 3	12. Unit Management Information
7. Name and Position Code Description of Second Level Supervisor AMY DEROSIER, State Administrative Manager 1	13. Work Location (City and Address)/Hours of Work Monday-Friday/various hours Wildlife Disease Laboratory, 4125 Beaumont Rd, Lansing, MI 48910
14. General Summary of Function/Purpose of Position This position will perform a variety of technical, professional, and administrative support activities for the Wildlife Division. These activities will include collection, entry, management, and analysis of data; inventory and tracking of forms, samples, supplies, and hardware; and other tasks needed to support data collection efforts within the Division.	

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 of Duty 1 **% of Time 80** _____

Assist Wildlife Division staff with data collection and management tasks

Individual tasks related to the duty.

- Enter data from source documents into a computer
- Perform data quality and accuracy checks
- Prepare forms, samples, and supplies for data collection
- Inventory and track forms, samples, supplies, and hardware
- Assist with maintenance tasks of data management systems

Duty 2

General Summary of Duty 2 **% of Time 20** _____

General support of Wildlife Division activities

Individual tasks related to the duty.

- Other duties as assigned
- Participate in data collection
- Attend training
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16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions regarding the daily work schedule. Decision as to details of specific assignments on which they have already received training and instruction.

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

Decisions regarding setting priorities when time conflicts arise. Decisions regarding new or unique assignments on details that have not been previously encountered. Decisions regarding purchasing and expenditures.

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.

This position works primarily in an office environment. Occasional work outdoors or in laboratory environments. Position requires long hours using the computer. Occasional transport of boxes or equipment.

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?

Not applicable.

23. What are the essential functions of this position?

To assist Wildlife Division staff with a variety of technical, professional, and administrative support activities.

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

The position has not changed since last reviewed. The position will be empty in July 2022, and we will need to rehire soon thereafter.

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

The Management Information Unit is responsible for collection, analysis, management, and dissemination of data and information for the Division. This position provides support to ensure data are collected, archived, and available to staff.

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

EDUCATION:

Current enrollment in high school, a vocational or technical school, or a post-secondary educational institution.
Enrollment in a post-secondary educational institution is desired.

EXPERIENCE:

No specific type or amount is required.
Demonstrated experience with data entry and data management is desired.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent computer skills are required. Incumbent should have a working knowledge of Microsoft Office programs. Proficiency in Microsoft Access or other database programs is beneficial. Ability to follow oral and written instructions. Ability to learn the work of the agency. Ability to communicate effectively with others. Interest in wildlife resources is beneficial.

CERTIFICATES, LICENSES, REGISTRATIONS:

The student must provide evidence of enrollment or acceptance to an educational institution.
The student must possess a valid driver's license.

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.

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.