

**State of Michigan
Civil Service Commission**

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

Position Code

1. RESRSPL2A10R

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 SPECIALIST 2	10. Division Forest Resources (FRD)
5. Working Title (What the agency calls the position) Parcel Mapping Specialist	11. Section Resource Assessment (RAS)
6. Name and Position Code Description of Direct Supervisor RUBLEY, MICHAEL T; NATURAL RESOURCE MANAGER-3	12. Unit Technical Support (TSU)
7. Name and Position Code Description of Second Level Supervisor SPITZLEY, JOHN G; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Lansing/Deborah A. Stabenow Building or other DNR location as office space is available / M – F 8:00 am to 5:00 pm

14. General Summary of Function/Purpose of Position

The Parcel Mapping Specialist serves as the expert and performs complex technical duties related to the creation, maintenance, and updating of geographic information systems (GIS) for real property mapping. This role requires the interpretation of intricate and comprehensive legal documents, such as deeds and survey plats, to ensure the accurate representation of all property boundaries in the Department of Natural Resources' (DNR) digital and physical map records. The specialist oversees all parcel mapping where the DNR maintains surface use rights across the State of Michigan, including the State Forests, Game Areas, Parks and Recreation Areas. This position also serves as a point of contact for internal staff, government agencies, and the public regarding property data and mapping inquiries. This position is also responsible for developing, updating and maintaining interactive maps depicting DNR land ownership.

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: 60

Serve as the staff specialist and performs complex technical duties related to the creation, maintenance, and updating of geographic information systems (GIS) for real property mapping.

Individual tasks related to the duty:

- Creates and updates the DNR's enterprise digital parcel map layer by interpreting and incorporating data from legal documents like deeds, plats, and surveys.
- Serves as liaison to real estate staff, ensures that DNR's GIS parcel data are updated and maintained.
- Reviews, revises, and audits legal property descriptions and existing GIS data to ensure accuracy and resolve discrepancies.
- Processes updates for parcel splits, combinations, and boundary line adjustments.
- Establish and implement guidelines which promote statewide consistency, uniformity, and best practices for DNR parcel mapping activities.
- Performs quality control and quality assurance checks on all mapping data to ensure compliance with departmental standards.
- Updates the database with new parcel information and ownership changes.
- Research legal documents and historical records to reconcile property discrepancies and ensure an accurately digitized parcel boundary.
- Verifies accuracy of field data for use in mapping and GIS applications.

Duty 2

General Summary:

Percentage: 30

Deploy custom interactive maps, dashboards, collector tools, and other Enterprise GIS resources for the DNR. This also includes deploying tools for the public to access and view DNR land ownership information.

Individual tasks related to the duty:

- Develop and maintain public-facing data, maps, and applications via various platforms.
- Create and maintain applications for DNR field staff to view DNR Lands and assess natural resources information.
- Foster open communication with DNR staff regarding available GIS information.
- Conduct training for any DNR staff in the use of GIS tools and custom applications related to parcels and land management.
- Analyze and prepare charts and map exhibits for information meetings between DNR land management staff, local units of government, and other State agencies.
- Provide GIS maps as requested by DNR staff and management.

Duty 3

General Summary:

Percentage: 10

Maintain records, provide reports on work activities, continuing education and other duties as assigned.

Individual tasks related to the duty:

- Document all product development/product status.
- Report summary of any changes to appropriate manager and/or other staff.
- Create detailed documentation to accompany work products when providing staff with data management tools.
- Organize/store all research and contact information in a manner suitable for future references.
- Generate reports on work activities.
- Participate in training to keep skills sets current and enhance knowledge base.
- 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.

This position requires independent judgment to be frequently used to make decisions regarding complex property descriptions that will determine the graphical representation of the parcel. This position facilitates interaction with internal and external customers, DNR management and must maintain a positive business relationship with all customers and partners.

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

This position will require supervisory review when approval for public data publication is needed, when a request becomes time-consuming and costly, and when clarification on office and departmental policy is needed. The position will also need supervisor approval when changes are requested to GIS architecture.

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.

Physical efforts to perform this job would be sitting, standing, stooping, bending and using a personal computer daily. Computer usage requires repetitive motion and could result in eye strain. Environmental conditions for the job site include those in the Deborah A. Stabenow Building or other State office facilities.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | 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?

Read and interpret property descriptions. Exercise independent authority and technical expertise related to the statewide DNR property mapping. Research, and respond to reports, memos, letters and other written materials. Maintain good working relationship with DNR staff and Real Estate Staff.

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

Position has evolved since last reviewed in 2000. The use of GIS software has substantially increased, which is reflected in the position's duties. The position does not market products anymore but now focuses on product development with new technology.

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

RAS facilitates and manages the DNR's GIS Enterprise Environment and is responsible for developing data sources, analysis, and advanced technology tools that will assist land and resource managers to make natural resource and land use planning decisions. This position serves as the Parcel Mapping Specialist, ensuring that DNR owned lands are mapped according to the property description, and DNR land ownership is accurately depicted.

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 Specialist 13

Four years of professional experience in the protection, development and maintenance of land, water, or natural resources, including two years equivalent to the experienced (P11) level in state service; or, one year equivalent to the senior (12) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the programmatic and developmental aspects of assigned program area.
Ability to implement and carry out assigned program.
Ability to adapt to new technology and methods to increase program effectiveness.
Ability to prepare maps accurately, and legibly.
Ability to assemble data and draft maps in accordance with prescribed objectives.
Ability to maintain records and prepare reports relative to the work.
Ability to communicate effectively.
Thorough knowledge of ArcGIS and ArcGIS Enterprise software.
Experience in geography with excellent map interpretation skills, including the ability to read and understand legal property descriptions.

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

2/3/2026

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