CS-214
REV 8/2007

1. Position Code
STUDASTEM95R

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.) Vacant	**8. Department/Agency** Natural Resources
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Resource Management
4. Civil Service Classification of Position Student Assistant-E	**10. Division** Parks and Recreation
5. Working Title of Position (What the agency titles the position) Student Assistant	**11. Section** Planning and Infrastructure Section
6. Name and Classification of Direct Supervisor Nick Van Bloem, Department Manager 3	**12. Unit** Program and Grants
7. Name and Classification of Next Higher Level Supervisor Karen Middleton, State Administrative Manager 15	**13. Work Location (City and Address)/Hours of Work** Stabenow Building, 525 W. Allegan St., Lansing Hours will vary: Mon – Fri 8am – 5pm, up to 29 hours weekly. With remote work considerations per DNR policy

14. General Summary of Function/Purpose of Position

The purpose of this position is to assist planning staff with various assignments in a learning capacity. Work activities may include research; meeting preparation, attendance and follow-up; report preparation; data collection and analysis; survey preparation and analysis; GIS data management and mapping; and the development and refinement of templates, data sources and procedures associated with park management planning and other planning programs.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **60 % of Time** _____

Research and write the supporting analysis for state park general management plans, including park setting and demographics, natural resources, historical and cultural resources, education and interpretation, recreation resources, park use statistics and GIS mapping. Participate and assist in preparation for and follow up of management plan team, stakeholder and public meetings.

Individual tasks related to the duty.

- Complete research for assigned parks using park files, planning documents, internet searches etc.
- Communicate with other DNR staff and stakeholders as required to obtain the needed information
- Verify the accuracy of previously written reports and cite data sources
- Document the research in a written report
- Use GIS as a tool to analyze information and assist with GIS mapping as needed
- Assist with preparation of materials for meetings, including PowerPoint presentations and printed materials, and document the meetings.
- Assist with preparation for public and stakeholder meetings (both virtual and in-person), including identifying park stakeholders, developing presentation materials and developing procedures for recording input.
- Assist with analysis of park user surveys and stakeholder/public input on general management plans
- Maintain, develop and refine templates, data sources and procedures associated with park management planning.

Duty 2

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

Data collection, management and analysis to support PRD planning and development programs

Individual tasks related to the duty.

- Analysis of park user patterns using surveys and onsite analysis tools
- Data collection, analysis and organization
- Trail mapping and trail verification
- GIS data management, including refining and editing data
- Producing graphic maps using ArcGIS or other means

Duty 3

General Summary of Duty 3 **20 % of Time**

Other duties as assigned.

Individual tasks related to the duty.

- Review and summarize specific planning documents as assigned
- Assist with PRD strategic planning, including tracking progress and annual reports.
- Perform specific research projects as may be required.
- Other duties as assigned.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Documenting background data for park general management planning. The supporting analysis will inform the public and park staff regarding aspects of the park. This document is used to inform the management plan which will guide the future of the park for the next 10-20 year period.

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

Verification of complex information, review of all material that will be presented to the public, decisions regarding setting priorities when time conflicts arise.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

The majority of work assignments performed by this position will be conducted in an office environment while standing or sitting. General office noise will be present during this time. Some field work will be necessary which will involve walking or driving throughout a park site or construction site with occasional exposure to the out-of-door elements. Occasional overnight travel may be needed.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

NAME	CLASS TITLE	NAME	CLASS TITLE

20. My responsibility for the above-listed employees includes the following (check as many as apply):

___Complete and sign service ratings.
___Provide formal written counseling.
___Approve leave requests.
___Approve time and attendance.
___Orally reprimand.
___Assign work.
___Approve work.
___Review work.
___Provide guidance on work methods.
___Train employees in the work.

21. ***I certify that the above answers are my own and are accurate and complete.***

_____ _____

Signature **Date**

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Not applicable.

23. What are the essential duties of this position?

This position will assist staff in long range planning of state park and recreation areas as outlined in the description of duties.

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

Updated next higher level supervisor name on page 1.

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

The Parks and Recreation Division is responsible for managing the state's park and recreation resources for multiple uses and values. This position assists with the gathering of data, the compilation and summary of which are essential components of long-range park management planning.

26. In your opinion, 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.

EXPERIENCE:

No specific amount or type required.

KNOWLEDGE, SKILLS, AND ABILITIES:

A working knowledge of word-processing, spreadsheets, and presentation techniques, especially Microsoft Office programs. The ability to communicate well verbally and in writing. Attention to detail. Ability to work independently and as part of a team. ArcGIS mapping experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

The student must provide evidence of enrollment in college.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. *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

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature **Date**