

**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 DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Student Assistant-E	10. Division Forest Resources
5. Working Title (What the agency calls the position) Student Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor SPITZLEY, JOHN G; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor STAMPFLY, JEFFERY J; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Deborah Stabenow Building or other DNR location as office is available / 129 hours/month

14. General Summary of Function/Purpose of Position

The Resource Assessment Section (RAS) oversees the DNR's Enterprise GIS Environment and provides geospatial support to DNR activities. The GIS Student Assistant works directly with GIS staff to learn about how GIS supports DNR business. This position conducts projects or special assignments within RAS, primarily focused on supporting the Michigan Invasive Species Program across multiple State agencies. These projects and assignments are focused on both the technical and practical aspects of managing a GIS; with a special emphasis on web-based GIS, data management, mapping of land records, GIS support to surveying, mapping of invasive species, creating scientific maps or analytics, and other general GIS support to natural resource decision making.

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: 70

Assists with GIS special projects or assignments.

Individual tasks related to the duty:

- Work with GIS professionals to configure ESRI ArcGIS Online and ArcGIS Enterprise web-based features, maps, and apps
- Input data and work with GIS Enterprise Geodatabase (EGDB) administrative staff to manage change within an enterprise system
- Perform essential GIS editing and upkeep tasks for natural resource management (mapping of invasive species response efforts, mapping of linear resources, geocoding, GPS data processing, etc.)
- Work with the Invasive Species GIS Analyst and Michigan Invasive Species Program staff to assist in program initiatives, such as performing standardized Geographic Climate Matching Analysis for invasive species of concern
- Assist in the creation of analog map products such as PDF's or plotted maps to support natural resource management activities
- Support drone operations, usage of LiDAR data, and usage of aerial/satellite imagery through the analysis of remotely sensed information
- Support and use mobile GIS devices such as ESRI mobile apps and GPS technology
- Support deploying interfaces to data such as interactive dashboards and tables

Duty 2

General Summary:

Percentage: 30

Training and experience in the GIS activities of the DNR.

Individual tasks related to the duty:

- Attend section and relevant program meetings
- Participate in workgroups or team meetings focused on specific GIS administration or projects
- Attend user group meetings
- Receive coaching, training, and mentorship from RAS staff and Invasive Species Team Leaders
- Travel as necessary to DNR offices to learn about applications of GIS from field staff

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

As a student, the employee works under the immediate supervision of technical, professional, or management personnel in the classified state service. Work is performed under well-defined guidelines, and assignments are reviewed while in progress. The level of responsibility is commensurate with the student's academic attainment and demonstrated aptitude and growth as a future GIS professional. The employee is required to use judgment in the performance of the work.

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

Task priorities are set by the Project manager or supervisor.

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.

Stooping, bending, sitting, and using computers on a regular basis. This position may be asked to join DNR staff conducting field work using GIS technologies. This may include supporting drone flights, supporting inventory efforts, and other outdoors activities typical of natural resource management. Support tasks may include carrying materials, traversing uneven terrain, device operation, sanitizing/cleaning equipment, working in inclement weather, being a passenger on ATV's or other DNR vehicles needed to access DNR lands, and on a voluntary basis, manual labor supporting DNR activities.

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. |

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

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?

This position provides entry-level mapping assistance for DNR activities. Essential duties include web-based GIS support, data management support, input data in a GIS, use of GIS tools and technologies for natural resource management, and support the creation of GIS products or analytics for DNR initiatives.

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

New position.

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

The Resource Assessment Section (RAS) oversees the DNR's Enterprise GIS Environment and is responsible for developing data sources which support natural resource activities on Department managed lands. This position supports agency staff in a wide array of tasks typically focused on the field of study the student is pursuing.

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.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Pre-existing knowledge of web-based GIS software and ArcGIS Pro highly preferred.
- Ability to follow oral and written instructions.
- Ability to learn the work of the agency.
- Ability to communicate effectively with others
- Ability to use a personal computer with an emphasis on Microsoft products including Word, Excel, Access and PowerPoint preferred.
- Attention to detail and ability to maintain data precision and accuracy.
- Congenial personality with good verbal and written communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

The student must provide evidence of enrollment or acceptance to an educational institution.

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

3/17/2026

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