

<p>1. Position Code RESRALTE</p>

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.**

<p>2. Employee's Name (Last, First, M.I.) Vacant</p>	<p>8. Department/Agency Natural Resources</p>
<p>3. Employee Identification Number</p>	<p>9. Bureau (Institution, Board, or Commission) Resource Management</p>
<p>4. Civil Service Classification of Position Resource Analyst-E</p>	<p>10. Division Fisheries</p>
<p>5. Working Title of Position (What the agency titles the position) Invasive Species Human Dimensions Analyst</p>	<p>11. Section Administration</p>
<p>6. Name and Classification of Direct Supervisor NATHAN, LUCAS; Natural Resource Manager 3</p>	<p>12. Unit Aquatic Species & Regulatory Affairs</p>
<p>7. Name and Classification of Next Higher Level Supervisor CLARAMUNT, RANDALL; STATE ADMINISTRATION MANAGER 18</p>	<p>13. Work Location (City and Address)/Hours of Work TBD based on selected candidate Eligible for part-time remote work 80 hours per pay period</p>

Conduct analysis of human dimensions as it relates to the inter-departmental aquatic and terrestrial invasive species program. Assist with and complete projects that evaluate stakeholder values, opinions, beliefs, attitudes, and behaviors related to invasive species prevention and management in Michigan. Collaborate with staff in the Michigan Quality of Life agencies, including Departments of Agriculture and Rural Development; Environment, Great Lakes, and Energy; and Natural Resources to develop new projects. Assist with addressing knowledge gaps related to the effectiveness of outreach efforts across multiple statewide efforts. Provide a scientific basis to aid efforts to engage partners and diverse stakeholders and characterize economic and sociocultural values. Work with Program staff to improve the effectiveness of aquatic and terrestrial invasive species outreach and improve stakeholder relationships.

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 **% of Time 50**

Conduct analysis of human dimensions as it relates to the inter-departmental aquatic and terrestrial invasive species program.

Individual tasks related to the duty.

- Assist with projects that aim to assess stakeholder values, opinions, and actions related to aquatic and terrestrial invasive species issues.
- Collaborate with Program staff to evaluate outreach, engagement, and education efforts.
- Contribute to study design development, data collection, and analysis of human dimensions projects.
- Provide analytical support with review of research proposals, including goals and objectives, work plans, and schedules, in collaboration with Division, Department, and Program staff.
- Assist with outreach and engagement efforts to develop and sustain stakeholder trust and engagement.

Duty 2

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

Participate on the Michigan Invasive Species Program's Aquatic and Terrestrial Invasive Species Core Teams and relevant state, regional, and international committees and work groups

Individual tasks related to the duty.

- Participate in Aquatic and Terrestrial Invasive Species Core Team meetings and associated work groups, in particular the education and outreach work group.
- Attend regional work group meetings to learn information related to human dimensions and invasive species prevention and management.
- Communicate with appropriate researchers/managers at other institutions and government agencies.
- Collaborate with Marketing & Outreach staff and other Program staff on research projects, strategies, findings and best practices for outreach and engagement.

Duty 3

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

Stay up to date on human dimensions research and provide analytical support for Division, Department, and Program staff on human dimensions topics.

Individual tasks related to the duty.

- Remain current on research and existing scientific knowledge regarding social science and invasive species management and make this knowledge available to Program staff.
- Provide recommendations on prevention, outreach, engagement, and management programs, in collaboration with Program staff.
- Assist with review of statewide procedures, policies, and guidelines for invasive species management and stakeholder engagement based on the best scientific information available.
- Remain current on technology advances that may be used in support of research and management related to area of expertise.

Duty 4

General Summary of Duty 4

% of Time 10

Complete administration tasks and contribute to other Division, Department, or Program needs as assigned

Individual tasks related to the duty.

- Participate in various field surveys conducted by the Program and Division.
- Participate in Program outreach activities and assist in the design of educational materials.
- Conduct media interviews in area of expertise.
- Attend professional development training as required.

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.

Decisions on appropriate human dimensions data collection and analysis, how the data is best presented, and how research results should be communicated to decision makers (i.e. Division and Department Administrators and Natural Resources Commission), managers, and stakeholders.

Daily work schedule activities related to completion of research studies and management activities.

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

Decisions related to prioritization of human dimensions related efforts that affect state-wide inter-departmental invasive species program.

Decisions that alter large-scale state programs or directions.

Major purchases (e.g. equipment).

Out of state travel.

Situations that may be politically or administratively sensitive.

Decisions that have implications for staff hiring or other budgetary matters.

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 this position will involve sitting at a desk for extended periods of time.

This position requires occasional travel throughout the state as part of the regular duties. There is potential for occasional after hours work activities.

Physical Activities: Conducting occasional field work may involve standing, sitting, walking, carrying equipment, and driving.

Conditions/Hazards: Outdoor work often involves exposure to heat, cold, precipitation, and wind. It can involve long hours and evening or weekend work, depending upon the specific task.

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.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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. |

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?
Yes.

23. What are the essential duties of this position?

Conduct analysis of human dimensions as it relates to the inter-departmental aquatic and terrestrial invasive species program. Assist with and complete projects that evaluate stakeholder values, opinions, beliefs, attitudes, and behaviors related to invasive species prevention and management in Michigan. Collaborate with staff in the Michigan Quality of Life agencies, including Departments of Agriculture and Rural Development; Environment, Great Lakes, and Energy; and Natural Resources to develop new projects. Assist with addressing knowledge gaps related to the effectiveness of outreach efforts across multiple statewide efforts. Provide a scientific basis to aid efforts to engage partners and diverse stakeholders and characterize economic and sociocultural values. Work with Program staff to improve the effectiveness of aquatic and terrestrial invasive species outreach and improve stakeholder relationships.

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 State Invasive Species Program is a collaboration among the Michigan Quality of Life agencies, including Departments of Agriculture and Rural Development; Environment, Great Lakes, and Energy; and Natural Resources. This position will serve all three Departments and will contribute to human dimensions needs across the Invasive Species Program. The position will be responsible for working with Program staff and external partners to implement human dimensions projects and activities that address Invasive Species Program priorities.

26. In your opinion, 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:

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of land and water resources.
- Knowledge of natural resource conservation needs and objectives.
- Knowledge of the methods of compiling and organizing data.
- Knowledge of the procedures and methods of statistical analysis.
- Knowledge of the methods of environmental research.
- Ability to analyze and evaluate data.
- Ability to prepare charts, maps and other graphs to display the analysis of data.
- Ability to organize and write technical planning reports.
- Ability to communicate effectively with others.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License is preferred.

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