

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

Position Code 1. STUDASTE098R

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Development
4. Civil Service Position Code Description Student Assistant-E	10. Division
5. Working Title (What the agency calls the position) Environmental Analysis Student Assistant	11. Section Environmental Services Section
6. Name and Position Code Description of Direct Supervisor PETERSON, BRADLEY; TRANSPORTATION PLANNING MGR-3	12. Unit Environmental Analysis
7. Name and Position Code Description of Second Level Supervisor BARONDESS, MARGARET M; TRANSPORTATION PLANNING MGR-4	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / 8 a.m. – 5 p.m. (no more than 129 hrs per month)
14. General Summary of Function/Purpose of Position This position will perform database updates, research, public meeting assistance, field reviews to assist MDOT's Mitigation Follow-up Specialist, Air Quality and Noise Mitigation Specialist, Transportation Planners, and Public Information and Hearings Officer, and other duties as assigned by the Supervisor. Work will be performed under well-defined guidelines and assignments will be closely reviewed throughout the entire scope of any project or activity.	

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: 90

Perform database updates, research, public meeting assistance, and field reviews.

Individual tasks related to the duty:

- Enter and update Environmental Services Section's (ESS) databases, spreadsheets, and/or forms, including external databases for census and other demographic information.
- Research information related to the ESS's need for transportation project environmental clearance and mitigation.
- Assist MDOT's Environmental Analysis Unit and other section staff to document project information and update databases where needed using spreadsheets, MDOT database applications, and ArcGIS for preparation of major action environmental documents and re-evaluations.
- Assist with field reviews for project mitigation follow-up review and documentation, including form data entry and photographing constructed project mitigation elements for environmental clearance requirements.
- Perform desktop computer surveys of environmental review factors. Research and pull information from Geographic Information System's (GIS) or other online database sources for community impact Categorical Exclusion (CE) reviews. Capture project map images to be included in the Environmental Clearance Organizer (ECO) database.
- Assist with the writing, reviewing/editing various content sections of environmental documents under the supervision of unit transportation planners and/or specialists.
- Assist staff with stakeholder engagement activities and materials. Assist staff with stakeholder engagements such as online or public meeting activities including the preparation of materials associated with these meetings.
- Assist with other duties as assigned by immediate supervisor or ESS Managers.

Duty 2

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

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 limited judgment and/or independent decision-making in the performance of duties. All work is conducted for and reviewed by a supervisor and/or other environmental section employees relevant to duties.

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

The supervisor's guidance is asked for regarding decisions which may affect department policy, when conflicting priorities arise, or when situations arise that require management approval prior to implementation.

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.

Most duties performed by this position will be in the office. Some field review work is possible in assisting Environmental Analysis Unit Mitigation Follow-up Specialist and Public Information and Hearings Officer. This is limited to walking over hard surfaces and some slopes typically no more than 1 ft. vertical per 3 ft. horizontal. Lifting of 10-20 pounds may be necessary for public meeting materials and setup.

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"/> 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. |

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 will perform database updates, research, public meeting assistance, field reviews to assist MDOT's Mitigation Follow-up Specialist, Air Quality and Noise Mitigation Specialist, Transportation Planners, and Public Information and Hearings Officer, and other duties as assigned by the Supervisor. Work will be performed under well-defined guidelines and assignments will be closely reviewed throughout the entire scope of any project or activity.

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

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

The section provides environmental clearance for all the department's projects. This position will assist staff members with various functions required for the successful delivery of MDOT's environmental clearance responsibilities.

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

EDUCATION:

Current enrollment in vocational school, technical school, or post-secondary educational institution.

Preferred program of study should be in: planning (city, community, environmental, regional, and/or urban), environmental studies and/or sustainability, engineering, statistics, mathematics, geography, geographic/geospatial information systems, logistics and/or supply chain management, or economics.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

Preferred experience working in one or more of the following areas: natural resources, planning (city, community, environmental, regional, and/or urban), environmental studies and/or sustainability, engineering, statistics, mathematics, geography, geographic/geospatial information systems, logistics and/or supply chain management, economics, or landscape architecture.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Write, organize, and communicate.
- Work well with others, including effective communication both written and orally.
- Work part-time during the school semesters and full time during summer or other break periods on a year-round basis.

Knowledge of:

- Planning concepts, the natural and built environments.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is required.

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.

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