

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

Position Code 1. STUDASTEP07R

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) Student Assistant - Cultural Resources	11. Section Environmental Services Section
6. Name and Position Code Description of Direct Supervisor NABI, MAHREEN L; TRANSPORTATION PLANNING MGR-3	12. Unit Local Agency Programs (LAP) Unit
7. Name and Position Code Description of Second Level Supervisor WOODWARD, DEENA S; TRANSPORTATION PLANNING MGR-4	13. Work Location (City and Address)/Hours of Work 425 West Ottawa Street, Lansing, MI 48933 / Flexible (Max of 129 Hours/Month)

14. General Summary of Function/Purpose of Position This position is responsible for assisting professional staff in performing data entry, creating and maintaining files and reports, updating existing databases, and conducting research as part of the Michigan Department of Transportation (MDOT) local agency cultural resource management programs.
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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

Assist in the collection of cultural resource data required for professional staff to complete transportation project reviews.

Individual tasks related to the duty:

- Ensure the data required for Section 106 project reviews is complete and sufficient in accordance with MDOT Cultural Resources (CR) documentation standards.
- Coordinate and assist Local Agencies and other applicants on Section 106 review documentation.
- Track the status of project reviews by inputting data into databases.
- Prepare progress updates summarizing the status of project reviews.
- Collect mapping information utilizing Geographic Information Systems (GIS) and consultant databases.
- Draft template and response letters for cultural resource staff.
- Create and maintain project records as needed.

Duty 2

General Summary:

Percentage: 30

Assist cultural resource staff with training and outreach.

Individual tasks related to the duty:

- Assist with developing and updating website content.
- Assist with creating and updating training and guidance materials.

Duty 3

General Summary:

Percentage: 10

Perform other duties as assigned.

Individual tasks related to the duty:

- Research and production of information for various purposes.
- Assist with special projects.
- Perform 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 upper 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.

Typical duties associated with office work including extensive use of a computer and some lifting of files and boxes. Some walking/driving to offsite locations for research. Position may require availability outside normal working hours based on operational needs.

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):

N Complete and sign service ratings.
N Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Assign work.
N Approve work.
N Review work.
N Provide guidance on work methods.
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 is responsible for assisting professional staff in performing data entry, creating and maintaining files and reports, updating existing databases, and conducting research as part of MDOT local agency cultural resource management programs.

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?

This work area facilitates environmental clearance of Local Agency Program (LAP) projects. It provides expertise to evaluate, avoid, minimize, or mitigate environmental impacts of LAP projects. It provides expertise on environmental laws and regulations and ensures compliance with the same.

This position directly supports the historic and archaeological research and preservation responsibilities of MDOT in executing our project review and 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 a vocational or technical school or post-secondary educational institution.

MDOT requires enrollment in at least 6 credit hours per semester/term excluding summers and continuously enrolled and earning the required credits.

Current enrollment in the following areas of study: anthropology, archaeology, geography, history, historic preservation, or cultural resources management is preferred.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

A basic ability to:

- Write, organize, and communicate.
- Work well both independently and as a team member.
- Be flexible and creative in developing and reviewing information on a wide range and variety of historic/archaeological issues and problems.

Knowledge of:

- Word and Excel computer programs.
- ArcGIS computer program is preferred.

**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.

ASHLEY PARSONS

4/2/2025

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