

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

Position Code 1. STATEWKRI82R

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 STATE WORKER	10. Division Finance and Operations
5. Working Title (What the agency calls the position) State Worker	11. Section Facilities, Operations and Support
6. Name and Position Code Description of Direct Supervisor KIEFER, CHARLOTTE M; ADMINISTRATIVE MANAGER-2	12. Unit Mid-Michigan Administrative Area
7. Name and Position Code Description of Second Level Supervisor SEARS, JEFFREY P; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 8717 N ROSCOMMON RD; ROSCOMMON, MI 48653 / Various

14. General Summary of Function/Purpose of Position
Employees in this job perform a variety of unskilled work tasks. This is a non-career classification and employment in this class is temporary

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: 100

This is the entry level. The employee, under close supervision, receives on-the-job training. The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Individual tasks related to the duty:

- Traveling to various state owned and leased properties and facilities to collect trash and refuse and perform general cleaning assignments.
- Shovels snow and sweep sidewalks, lanes, and driveways. Cuts grass, weeds, rakes grounds, shovels and sweeps dirt, plants and cares for trees, shrubs, grass, flower beds, and performs related groundskeeping activities.
- Sweeps, mops, and vacuums floors, and washes windows. Assists in some building construction. Assists in cleaning break areas, service areas and publicly accessible locations.
- Stocks shelves, moves supplies, fills orders, and maintains stock/storeroom. Performs routine office duties. Delivers messages. Sorts and delivers mail.
- Assist in operating the front desk telephone console; receives public; understand and disseminates information to the public regarding DNR rules, regulations, and procedures.
- This position may assist in selling hunting and fishing licenses, special hunt applications, boating access site permits, and snowmobile and off-road vehicle permits. This position also assists maintains, orders, and displays brochures, posters, and guides; maintains a customer log among other duties that may be assigned.

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

PREAPPROVED CLASSIFICATION

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

PREAPPROVED CLASSIFICATION

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.

The job duties require an employee to bend, stoop, reach, or stand for extended periods. The job duties require an employee to move heavy objects. The job duties require an employee to traverse rough terrain.

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. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

N/A

23. What are the essential functions of this position?

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class is temporary.

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?
PREAPPROVED CLASSIFICATION

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

EDUCATION:
No specific type or amount is required.

EXPERIENCE:

State Worker 4
No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:
Some knowledge of hand and power tools. Some knowledge of general office duties. Ability to follow instructions. Ability to perform duties in a dependable manner. Ability to communicate effectively. Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:
Possession of a valid driver's license.

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