

Position Code
1. STUDASTEO70N

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

This position description serves as the official classification document of record for this position. Please complete this form 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
Vacant	Department of Environment, Great Lakes and Energy (EGLE)
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
4.Civil Service Position Code Description	10.Division
Student Assistant	Remediation and Redevelopment Division
5.Working Title (What the agency calls the position)	11.Section
Student Assistant	Field Operations
6.Name and Position Code Description of Direct Supervisor	12.Unit
Paul Owens, District Supervisor EM14	Warren District Office
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Mary Miller, Field Operations Chief, SAM15	27700 Donald Court, Warren, Michigan 48092 M-F; variable; 29 hours/week maximum; remote work allowed some days pursuant to a remote work agreement with supervisor

14. General Summary of Function/Purpose of Position

This position's primary function involves assisting staff of the Remediation and Redevelopment Division (RRD) with data entry, database cleanup, reorganization of site files, and tasks related to electronic document management to help with the conversion of paper files to electronic format. Other functions include: retrieving pertinent information for incorporation into appropriate program databases, identification of contaminants of concern, and evaluating sampling data concentrations against Part 201, Environmental Remediation, of the Natural Resources and Protection Act, 1954 PA 451, as amended (NREPA) criteria, evaluating resource impact, compiling file data, developing spreadsheets, and performing miscellaneous tasks as assigned.

**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 of Duty 1 % of Time 60%

Assist with the reorganization and cleanup of site files.

Individual tasks related to the duty.

- Reorganize site files in the four counties served by the Warren District.
- Update Part 201 and Part 213 databases to match file content.
- Re-label and repair file folders as needed.

Duty 2

General Summary of Duty 2 % of Time 20%

Assist with data entry and compilation of data summaries and reports.

Individual tasks related to the duty.

- Obtain site identification numbers as needed and enter pertinent site information into the appropriate tracking database.
- Utilize Geographical Information systems (GIS) tools to track and prioritize sites/projects.

Duty 3

General Summary of Duty 3 % of Time 20%

Conduct and/or participate in other tasks as assigned by Supervisor related to environmental compliance with Part 201 and Part 213, and other applicable state and federal statutes and regulations.

Individual tasks related to the duty.

- Data entry of Pollution Emergency Alerting System (PEAS) information into data base.
- Meet with staff for assignments and updates of the work requested.
- Attend meetings related to specific projects.
- Prepare summaries of work completed.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.
Entry level position, the student will work under the direct supervision of staff.

17. Describe the types of decisions that require the supervisor's review.
In general, all work will be directed and reviewed by the supervisor, lead administrative staff, or project manager. Guidance is required when priorities are unclear.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.
Frequent lifting and bending to retrieve files that weigh 3 to 20 pounds. Normal conditions associated with office environments. Fifty percent of the time will be spent working at a computer workstation.

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. (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. 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?
 Yes

23. What are the essential functions of this position?
 This position's primary function involves assisting staff with file (electronic and paper) reorganization and data entry. Other functions include: retrieving pertinent information for incorporation into appropriate program databases, identification of contaminants of concern, and evaluating concentrations against Part 201 criteria, evaluating resource impact, compiling file data, developing spreadsheets, and performing miscellaneous tasks as assigned.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.
 FOIA duties have been removed from the position duties to concentrate on file cleanup, reorganization, data entry and compilation of data summaries and reports. There may be more focus on the preparation of site files for conversion to electronic format.

25. What is the function of the work area and how does this position fit into that function?
 The Warren District is responsible for the investigation and cleanup of sites of environmental contamination in Wayne, Oakland, Macomb and St. Clair Counties by overseeing work by private parties or utilizing legislatively-appropriated funds, pursuant to Part 201 and Part 213 of the NREPA, and other applicable state and federal statutes and regulations. The individual in this position will perform tasks in support of that mission.

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

EDUCATION:
 Actively attending a college or university.
 Background or interest in Biological or Physical Sciences, Environmental Protection, Database Development/Maintenance, or GIS is desired.

EXPERIENCE:
 No experience is necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:
 Intermediate computer skills in the Microsoft Office Suite are required with willingness to learn unique databases. Knowledge of basic science including biology, chemistry, and environmental science preferred. Ability to work successfully as a team member and as an independent staff person. Ability to effectively communicate verbally and in writing. A strong attention to detail.

CERTIFICATES, LICENSES, REGISTRATIONS:
 None

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature	Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.