

<b>1. Position Code</b> STUDASTE
-------------------------------------

**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.**

<b>2. Employee's Name (Last, First, M.I.)</b> _____	<b>8. Department/Agency</b> Natural Resources
<b>3. Employee Identification Number</b> _____	<b>9. Bureau (Institution, Board, or Commission)</b> Resources Management
<b>4. Civil Service Classification of Position</b> Student Assistant	<b>10. Division</b> Wildlife Division
<b>5. Working Title of Position (What the agency titles the position)</b> Student Assistant	<b>11. Section</b> Wildlife Health
<b>6. Name and Classification of Direct Supervisor</b> Melinda Cosgrove, Laboratory Scientist Manager	<b>12. Unit</b> Wildlife Disease Laboratory (WDL)
<b>7. Name and Classification of Next Higher Level Supervisor</b> Kelly Straka, State Administrative Manager 15	<b>13. Work Location (City and Address)/Hours of Work</b> 4125 Beaumont Road; Lansing, MI 48910 Monday thru Friday, hours vary depending on schedule

**14. General Summary of Function/Purpose of Position**  
 Under the daily guidance and direction of professional staff, this employee acts as support for wildlife genetic laboratory work. This employee will provide support assisting with data entry, genetic sample preparation and extraction, archive maintenance, as well as other genetic projects as assigned. Work is performed through the application of a body of knowledge related to standard laboratory methods, practices, procedures, policies, regulations, and laboratory materials and equipment.

**For Civil Service Use Only**

**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**                      **85% of Time**

Assist the Laboratory Scientist with biological sample preparation for genetic analyses.

**Individual tasks related to the duty.**

- Assists with the processing of biological samples for population management initiatives involving genetic analyses (e.g. hair snare analyses and genetic sexing for population estimation in furbearers).
- Assists with processing of biological samples for cooperative projects involving genetic analyses (e.g. Predator-Prey Project).
- Keeps projects on task and on time as the project timeline requires.

Duty 2

**General Summary of Duty 2**                      **15% of Time**

Assist Laboratory Scientist with data and sample maintenance.

**Individual tasks related to the duty.**

- Assists with archiving and recording biological samples and metadata from multiple Michigan wildlife species.
- Assists with maintenance and organization of samples.

Duty 3

**General Summary of Duty 3**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

- 

Duty 4

**General Summary of Duty 4**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

- 

Duty 5

**General Summary of Duty 5**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

-

Duty 6

General Summary of Duty 6

% of Time \_\_\_\_\_

Individual tasks related to the duty.

- 

**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.**

Independent decisions are limited to basic tasks related to daily work plans, which would directly affect the resulting completion of those plans.

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

The supervisor or designee is expected to provide detailed work direction for all tasks unless they are clearly understood through repetition.

**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.**

Long periods of repetitive laboratory bench work and data entry are everyday tasks. There is regular exposure to strong smells and chemicals. Occasional exposure to stress may be brought on by various deadlines and seasonally heavy workloads.

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?  
Not applicable.

**23. What are the essential duties of this position?**

- As stated in Items 14 and 15, above.

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

No modifications have been made.

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

The DNR Wildlife Health Secion is responsible for monitoring the health and well-being of wildlife in the State of Michigan. This position is responsible for supporting this mission by assisting with genetic laboratory work.

**26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Current enrollment in a post-secondary educational institution is required. Enrollment in a post-secondary educational institution working on a degree in the biological field is desired.

