1. Position Code 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.**

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

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 Civi	il Servic	e Use O	nly
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15. Please describe your <u>assigned</u> 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.
<u>Duty 1</u>
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.

Ind	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.		
Dut	<u>y 3</u>		
Gei	neral Summary of Duty 3	% of Time	
Ind	ividual tasks related to the duty.		
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<u>Dut</u>			
Gei	neral Summary of Duty 4	% of Time	

Duty 5 General Summary of Duty 5 % of Time	Individual tasks related to the duty.	
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Duty	v 6
	eral Summary of Duty 6 % of Time
Gen	erai Summary of Duty o 76 of Time
Indi	vidual tasks related to the duty.
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16.	Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions.
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NAME CLASS TITLE NAME CLASS TITLE On My responsibility for the above-listed employees includes the following (check as many as apply): Complete and sign service ratings. Provide formal written counseling. Approve work. Approve time and attendance. Orally reprimand. Class TITLE NAME Assign work. Approve	basis. (If more than 10, lis	t only classification titles and the	e number of employees in each classi	fication.)
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Not applicable.	·	onses from the employee for Ite	ms I through 20? If not, which item	s 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.
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26	In your pointing what are the minimum education and amount on a second of the second o
20.	In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.
EDI	
EDU	CATION: 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.

EXPERIENCE:		
No specific amount or type is required.		
Demonstrated interest in laboratory work and genetic analyses is preferred.		
VANOVIA PROFESSIONA CANDARDA PRATICIO		
KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge and skills in laboratory work, and computer skills are preferred.		
Experience with laboratory equipment including but not limited to: centrifu		
Good organizational skills to track, record, and enter data in databases.	ges, pipettes, una autociaves preferred.	
Ability to multi-task as projects are assigned.		
Ability to handle sensitive biological samples and laboratory equipment.		
Ability to work and interact well with people.		
CERTIFICATES, LICENSES, REGISTRATIONS:		
NOTE: Civil Service approval of this position does not constitute agreement with or acceptant	nce of the desirable qualifications for this position	
27. I certify that the information presented in this position description		
of the duties and responsibilities assigned to this position.	provides a complete and accurate depiction	
Supervisor's Signature	Date	
TO BE FILLED OUT BY APPOINTING	G AUTHORITY	
28. Indicate any exceptions or additions to the statements of the employee(s) or sup	pervisor.	
200 material and energy content of the statements of the employ content of the		
29. I certify that the entries on these pages are accurate and complete.		
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Appointing Authority's Signature	Date	