

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.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Natural Resources
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Resources Management
4. Civil Service Classification of Position Student Assistant	10. Division Wildlife Division
5. Working Title of Position (What the agency titles the position) Student Assistant	11. Section Applied Research Section
6. Name and Classification of Direct Supervisor Vacant, State Administrative Manager (15)	12. Unit Northern Research Stations
7. Name and Classification of Next Higher Level Supervisor Keith Kintigh, State Division Administrator (17)	13. Work Location (City and Address)/Hours of Work 1990 US Hwy 41, Marquette MI 49855 Monday thru Friday, hours vary depending on schedule. Not to exceed 8 hours/day or 129 hours/calendar month.

14. General Summary of Function/Purpose of Position

Under the daily guidance and direction of professional staff, this employee acts as support for ongoing research activities across the Upper and Northern Lower Peninsulas. This employee will provide support assisting with camera surveys, track surveys, data entry, equipment organization and inventory, travel for field work, wildlife capture efforts, as well as other projects as assigned. Work is performed through the application of a body of knowledge related to standard office, field, and laboratory methods, practices, procedures, policies, regulations, materials, and equipment.

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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

50% of Time

Assist the Research Specialist and Technician in preparations for research projects and collection of data.

Individual tasks related to the duty.

- Assist in deploying and collecting camera traps
- Prepare and organize equipment for single and multi-day field assignments
- Maintain research equipment as needed to perform fieldwork
- Assist in capturing and radio-collaring wildlife.
- Assist in conducting field necropsies.
- Ensure data collection and handling protocols are followed.
- Inspect data sheets daily for completeness, accuracy, and legibility.
- Collect global positioning system point, polygon, and line data.
- Assist in preparing field necropsy narratives.
- Locate radio-collared animals with telemetry equipment from the ground and air.

Duty 2

General Summary of Duty 2

40% of Time

Assist the Research Specialist and Technician in data entry and compiling or developing data entry forms, spreadsheets, and databases and producing data summaries to meet the objectives of research projects.

Individual tasks related to the duty.

- Maintain duplicate hardcopy and digital files of data records.
- Review and enter data related to remote camera trapping.
- Assist in the development of relational databases to integrate data for each research project.
- Convert files for input into specialized analysis software.
- Conduct and document quality control checks to ensure accurate data entry.
- Produce routine data summaries.
- Produce slides for presentation of research results.

Duty 3

General Summary of Duty 3

5% of Time

Assist Research Specialist and Technician in maintaining a library of scientific literature.

Individual tasks related to the duty.

- Perform electronic and manual searches for pertinent scientific literature.
- Maintain an electronic database of literature.
- Correspond with authors to obtain hard copies of materials not available electronically.

Duty 4

New Duties as Assigned

5 % of Time

- Assist Research Specialist and Technician as needed with new tasks and workload as assigned.

Individual tasks related to the duty.

- Assist with wildlife surveys and harvest data collection.
- Organize and store seasonal field equipment.
- Attend professional development training as required.
- Attend training related to the restoration, protection and management of our natural resources via ecosystem management as required.
- Other duties as assigned.

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. Health, safety, and emergency matters in the field.

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. Decisions regarding setting priorities when time conflicts arise.

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.

Frequently walk on uneven terrain carrying equipment, lifting of heavy materials, and bending, crouching, and kneeling while conducting field work. Occasional flying in fixed-wing planes. Frequently exposed to cold and wet conditions. Periodically spend long periods of time working on a computer. This position requires vehicular travel throughout the assigned work area and frequent use of snowmobiles or ORVs as part of the regular duties. Walk long distances on snowshoes is also required. Occasional exposure to stress may be brought on by various deadlines.

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):

☐ Complete and sign service ratings.	☐ Assign work.
☐ Provide formal written counseling.	☐ Approve work.
☐ Approve leave requests.	☐ Review work.
☐ Approve time and attendance.	☐ Provide guidance on work methods.
☐ Orally reprimand.	☐ 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.
This is a new position.

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

The Biological and Social Sciences Section conducts applied research for the Wildlife Division, and works with staff to integrate results into how the Division manages our state's wildlife. This position supports the vital function of field data collection, compilation, and summary all of which are essential components of wildlife research.

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.

EXPERIENCE:

No specific amount or type is required.
College coursework in wildlife biology and management preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

A working knowledge of spreadsheet, database, word-processing, and graphics software, especially Microsoft Office programs.
Good organizational skills and attention to detail to maintain equipment and track, record, and enter data in databases.
Ability to communicate well verbally and in writing.
Ability to work and interact well with others.
Ability to multi-task as projects are assigned.
This position requires an interest in wildlife management and knowledge of wildlife terminology.
Ability to operate and maintain (routine) ORVs, snowmobiles, and 4-wheel drive trucks.
Ability to fly in small fixed-wing aircraft.

CERTIFICATES, LICENSES, REGISTRATIONS:

The student must provide evidence of enrollment or acceptance to an educational institution.
Valid Driver's License

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. *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

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

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

Appointing Authority's Signature

Date