

<p><b>1. Position Code</b> STUDASTEM56N</p>
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**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.**

<p><b>2. Employee's Name (Last, First, M.I.)</b> New Position</p>	<p><b>8. Department/Agency</b> Natural Resources</p>
<p><b>3. Employee Identification Number</b></p>	<p><b>9. Bureau (Institution, Board, or Commission)</b> Resource Management</p>
<p><b>4. Civil Service Classification of Position</b> Student Assistant-E</p>	<p><b>10. Division</b> Forest, Mineral and Fire Management</p>
<p><b>5. Working Title of Position (What the agency titles the position)</b> Student Assistant</p>	<p><b>11. Section</b> Forest Management Unit</p>
<p><b>6. Name and Classification of Direct Supervisor</b> Natural Resources Manager 2</p>	<p><b>12. Unit</b> Field Office</p>
<p><b>7. Name and Classification of Next Higher Level Supervisor</b> Natural Resources Manager 3</p>	<p><b>13. Work Location (City and Address)/Hours of Work</b> Various Locations Monday-Friday, 8:00 a.m. to 5:00 p.m. (May-Sept.)</p>

**14. General Summary of Function/Purpose of Position**

The purpose of this position is to assist land management staff in the field with various forest management duties in a learning capacity. Work activities may include assisting land management staff with timber sale preparation; timber survey and marking; permit, contract or plan reviews; review of land use permits, conduct regeneration surveys and forest health surveys.

**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**                      **60 % of Time**                      \_\_\_\_\_

Assist staff with timber sale activities.

Conduct regeneration surveys.

Assist staff with insect/disease surveys.

**Individual tasks related to the duty.**

- Assist staff with timber marking, line survey and sale boundaries, point sampling, individual tree marking, timber valuation, and proposal preparation.
- Must be able to navigate in the forest using aerial photos and compass, maps and legal descriptions.
- Use Nomad hand-held field units to capture data while working in the field.
- Must be able to travel to site locations and work alone.
- Enter data on prepared field sheets.
- Find pre-determined locations in remote forest areas using aerial photos, GPS systems, maps, etc. Place pheromone traps at these locations.
- Maintain datasheets defining trap locations, surveys and results.
- Conduct various forest health surveys of state forest stands including insect and disease surveys and regeneration surveys. Maintain survey data on computer database.

Duty 2

**General Summary of Duty 2**                      **20 % of Time**                      \_\_\_\_\_

Land Use permit issuance and review activities

**Individual tasks related to the duty.**

- Assist staff with land use permit issuance and review.
- Inspect and evaluate for oil/gas well sites and easements.
- Monitor restrictions.
- Locate sites using maps, aerial photos.
- Review permit applications and legal land descriptions.

Duty 3

**General Summary of Duty 3**

**20 % of Time** \_\_\_\_\_

Other Duties as assigned

**Individual tasks related to the duty.**

- Review, recommend and prepare plans for resource management on specific state forest lands.
- Other duties as assigned.

Duty 4

**General Summary of Duty 4**

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

**Individual tasks related to the duty.**

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Duty 5

**General Summary of Duty 5**

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

**Individual tasks related to the duty.**

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Duty 6

**General Summary of Duty 6**

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

**Individual 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. Use additional sheets, if necessary.

Location of sample plots. Affects data records for volume estimates, initial inventory and management recommendations. Influences information available for final management decision by staff; location of cutting lines. Affects which timber is harvested.

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

Complex management/line location decisions; changes in data collection; 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.

Work is performed mostly outdoors. Must be able to travel to isolated site locations, driving and walking through uneven terrain and in adverse weather conditions.

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

10/13/08  
\_\_\_\_\_  
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?

This position will assist staff in their daily land management activities on state forest lands as outlined in the description of duties.

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

New position.

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

The Forest, Mineral and Fire Management Division is responsible for managing the state's forest resources for multiple uses and values. This position assists with the gathering of data, compilation and summary all of which are essential components of forestry management.

