

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**ENGINEERING LICENSED SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional, licensed, engineering specialists with responsibility for an engineering program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

**Position Code Title - Engineering Lic Specialist 2**

Engineering Licensed Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

**Position Code Title - Engineering Lic Specialist 3**

Engineering Licensed Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

**Position Code Title - Engineering Lic Specialist 4**

Engineering Licensed Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to a deputy director, chief deputy director, or unclassified equivalent.

**NOTE:**

There are two professional specialist concepts:

**Specialty Area:** Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

**Administrative Assistant:** Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

## **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

**Administrative Assistant:**

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedures development.

Participates in budget development.

Represents the official at meetings.

**Specialist**

Recommends and formulates procedures, policies, and guidelines for assessment programs. Serves as "responsible in charge" over the assigned program area under direction of a managerial, administrative, or executive level supervisor.

Manages an assigned program in order to carry out the department's statutory responsibilities, which may include consultation, investigation, evaluation, and plan design.

"Responsible in charge" for the development and maintenance of an assigned professional engineering program.

Develops professional engineering program goals and plans for implementation.

Makes recommendations in areas of expertise.

Expert responsible for the coordination and development of professional engineering training program staff.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Serves as a technical consultant and liaison staff to industry and governmental agencies in the assigned areas.

Conducts special reports.

Prepares special studies and reports.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state, federal, and local laws, and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the principles and practices of engineering.

Knowledge of terminology and symbols used in engineering, drafting, and design.

Knowledge of the equipment, testing, and investigative methods and laboratory procedures related to engineering.

Knowledge of engineering office practices.

Knowledge of training techniques.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to instruct others.

Ability to perform research work and to make comprehensive recommendations on engineering issues.

Ability to make mathematical computations and to design engineering projects.

Ability to read, interpret, and prepare engineering plans, specifications and technical reports.

The legal ability to carry the embossed or printed seal of a Michigan licensed professional engineer.

Ability to organize, evaluate, and present information effectively.

Ability to promote and maintain favorable public relations.

### **Working Conditions**

None

**Physical Requirements**

None

**Education**

Possession of a bachelor of science degree in engineering.

**Experience**

**Engineering Licensed Specialist 13**

Four years of professional experience equivalent to an Engineer, including two years equivalent to an Engineer P11 or one year equivalent to an Engineer 12.

**Engineering Licensed Specialist 14**

Five years of professional experience equivalent to an Engineer, including three years equivalent to an Engineer P11, two years equivalent to an Engineer 12, or one year equivalent to an Engineering Licensed Specialist 13 or Engineering Specialist 13.

**Engineering Licensed Specialist 15**

Six years of professional experience equivalent to an Engineer, including three years of equivalent to an Engineer 12, two years equivalent to an Engineering Licensed Specialist 13 or Engineering Specialist 13, or one year equivalent to an Engineering Licensed Specialist 14 or Engineering Specialist 14.

**Special Requirements, Licenses, and Certifications**

Michigan licensure as a registered professional engineer.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

ENGLICSPL

**Job Code Description**

ENGINEERING LICENSED SPECIALIST

**Position Title**

Engineering Lic Specialist 2

**Position Code**

ENLSPL2

**Pay Schedule**

H21-029

Engineering Lic Specialist 3

ENLSPL3

H21-030

Engineering Lic Specialist 4

ENLSPL4

H21-031

SA

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