

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ENGINEERING SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional 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 Specialist 2

Engineering 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 Specialist 3

Engineering 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 Specialist 4

Engineering 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 procedure development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

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

Carries out responsibilities within areas of specialization, including investigation, evaluation, and plan design.

Analyzes engineering and other data and information concerning assigned programs, and makes recommendations.

Serves as a technical consultant and liaison with industry and governmental agencies.

Plans and coordinates the training of staff.

Conducts special projects.

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.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

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

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

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 the need, preparation, and use of reports.

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 environmental engineering.

Knowledge of engineering office practices.

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.

Ability to organize, evaluate, and present information effectively.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor of science degree in engineering.

Experience

Engineering 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 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 Engineer 13, Engineering Specialist 13, or Engineering Licensed Specialist 13.

Engineering Specialist 15

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

Special Requirements, Licenses, and Certifications

None

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

ENGINRSPL

Job Code Description

ENGINEERING SPECIALIST

Position Title

Engineering Specialist 2

Engineering Specialist 3

Engineering Specialist 4

Position Code

ENGSP2

ENGSP3

ENGSP4

Pay Schedule

H21-016

H21-018

H21-019

SA

10/25/2015