

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

RESOURCES ANALYST

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to protect, develop and maintain the state's land and water resources.

There are four classifications in this job.

Position Code Title – Resources Analyst-E

Resources Analyst 9

This is the entry level. As a trainee, the employee carries out a range of professional resources analyst assignments while learning the methods of the work.

Resources Analyst 10

This is the intermediate level. The employee performs an expanding range of professional resources analyst assignments in a developing capacity.

Resources Analyst P11

This is the experienced level. The employee performs a full range of professional resources analyst assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Resources Analyst-A

Resources Analyst 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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.

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Carries out assigned projects and studies in an area of natural resource planning.

Participates in technical investigative studies to determine the significance of specific environmental impact factors.

Participates in the coordination of projects, studies, surveys and programs with other agencies and organizations.

Provides technical information to substantiate or modify recommendations for proposed environmental policies or programs.

Participates in river basin and federal/state water resource, water quality or shorelands planning programs and studies on a regional and state-wide basis.

Participates in the coordination of federal programs with the state's recreation, fish, wildlife and water quality interests.

Investigates land and water use by agricultural, municipal, industrial and recreational groups.

Compiles and organizes data on a variety of recreational topics for use in planning and policy formulation by the department.

Prepares environmental impact statements as required by the National Environmental Policy Act, the Clean Air Act and state executive orders and legislative acts.

Assists land owners and local units with planning and implementation of environmental beneficial practices.

Examines and appraises property being considered for state ownership through tax reversion, purchase, exchange, gift, or easement.

Examines and appraises state-owned property or rights in land being considered for disposal through sale or easement.

Conducts field examinations of property to identify and assess natural resource values, including land, water, minerals, wildlife, recreation and timber.

Conducts site inspections to identify hazardous conditions, environmental contamination, conformance with accepted practices, and other environmental concerns.

Interviews landowners, tenants, and others, and observes and inspects properties and improvements to secure adequate and accurate descriptions required for the appraisal of properties.

Compiles and analyzes data; prepares written and graphic materials.

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Participates in special studies and surveys and prepares technical reports.

May represent the department at meetings and before public groups to explain programs and answer questions.

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

Performs related work as assigned.

Additional Job Duties

Resources Analyst 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Resources Analyst 12(Senior Worker)

Performs on a regular basis professional resources analyst assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of land and water resources.

Knowledge of natural resource conservation needs and objectives.

Knowledge of the principles of ecology.

Knowledge of the methods of compiling and organizing data.

Knowledge of the procedures and methods of statistical analysis.

Knowledge of the methods of environmental research.

Knowledge of federal and state laws related to conservation.

Knowledge of factors in the analysis of data to provide the basis for long-range planning of water and related land resource management.

Knowledge of the methods of presenting results of environmental impact studies.

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Ability to analyze and evaluate data.

Ability to prepare charts, maps and other graphs to display the analysis of data.

Ability to organize and write technical planning reports.

Ability to interpret and apply the principles, practices, and techniques of real property appraisal.

Ability to read and interpret blueprints, specifications, and property descriptions.

Ability to conduct inspections of property and analyze findings.

Ability to prepare projections for planning reports and studies in such areas as land use, water use, and population.

Ability to interpret pertinent laws and regulations.

Ability to communicate effectively with others.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Resources Analyst 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to work on high structures.

Some jobs require an employee to work outdoors under extreme or inclement weather conditions and environmental conditions of work site as well as in an office.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

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Physical Requirements

None.

Education

Possession of a bachelor's degree in a physical or biological science, resource management, resource planning or a related field.

Experience

Resources Analyst 9

No specific type or amount is required.

Resources Analyst 10

One year of professional experience in the protection, development and maintenance of land and water resources equivalent to a Resources Analyst 9.

Resources Analyst P11

Two years of professional experience in the protection, development and maintenance of land and water resources equivalent to a Resources Analyst, including one year equivalent to a Resources Analyst 10.

Resources Analyst 12

Three years of professional experience in the protection, development and maintenance of land and water resources equivalent to a Resources Analyst, including one year of equivalent to a Resources Analyst P11.

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
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Job Code Description
Resource Analyst

Position Title
Resource Analyst-E
Resource Analyst-A

<u>Position Code</u>	<u>Pay Schedule</u>
RESRALTE	H21-001
RESRALTA	H21-009