

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
LAND SURVEYOR LICENSED SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a land surveying 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 two classifications in this job.

Position Code Title - Land Surveyor Lcnsl Spl-2

Land Surveyor 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 - Land Surveyor Lcnsl Spl-3

Land Surveyor Licensed Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau 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 procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Serves as responsible surveyor in charge over an assigned land surveying program under the direction of a managerial level supervisor or above.

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 technical programs.

Plans and coordinates the training of staff.

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

Conducts special projects.

Prepares special studies and reports.

Lays out and oversees the work of a survey crew obtaining data for design determinations including horizontal and vertical control, cross sections, topography, drainage, and property ownership.

Maintains final survey accuracy for vertical and horizontal control.

Conducts land surveys for determination of boundary lines, retracement of government survey lines, and re-establishment of land survey corners.

Makes topographic surveys and site surveys for the development of recreational areas and the design of buildings.

Makes vertical control surveys for aerial surveys; determines elevations for various surfaces.

Assembles field and office data and supervises the preparation of survey maps and plans.

Makes computations necessary for line and boundary intersections, curvilinear intersections, and curve calculations.

Makes meridian determinations and geodetic calculations for state coordinate computations.

Sets stakes for construction on the basis of plans prepared by design engineers or architects.

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 and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of mathematics, mathematical tables, and computations applicable to the work.

Knowledge of the use of mechanical drawing instruments.

Knowledge of nomenclature and symbols of drafting.

Knowledge of principles, practices and materials used in survey work.

Knowledge of surveying instruments and equipment and their use and care.

Knowledge of state laws regarding the establishment of plats, property lines, and survey monuments.

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 organize and coordinate the land surveying activities of a survey.

Ability to allocate work to other Land Surveyors.

Ability to oversee a survey crew.

Ability to use surveying instruments.

Ability to do transit and level work.

Ability to reduce and plot field notes and to make computations required.

Ability to make engineering sketches, maps, and drawings.

Working Conditions

Some jobs require travel.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties may require an employee to traverse rough terrain.

Education

Possession of a bachelor's degree with a major in surveying.

Experience

Land Surveyor Licensed Specialist 13

Four years of professional experience conducting land surveys, including two years equivalent to Land Surveyor P11, or one year equivalent to a Land Surveyor 12 or Land Surveyor Licensed 12.

Land Surveyor Licensed Specialist 14

Five years of professional experience conducting land surveys, including three years equivalent to a Land Surveyor P11, two years equivalent to a Land Surveyor 12 or Land Surveyor Licensed 12, or one year equivalent to a Land Surveyor Licensed Specialist 13.

Special Requirements, Licenses, and Certifications

Michigan licensure as a land surveyor.

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

LANSURSPL

Job Code Description

LAND SURVEYOR LICENSED SPECIALIST

Position Title

Land Surveyor Lcnsd Spl-2

Land Surveyor Lcnsd Spl-3

Position Code

LANSSPL2

LANSSPL3

Pay Schedule

H21-027

H21-032

SA

10/25/2015