

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
LANDSCAPE DESIGN SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists, with responsibility for a landscape design 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 - Landscape Design Specialist-2

Landscape Design 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 - Landscape Design Specialist-3

Landscape Design 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:

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.

Develops plan drawings and supporting documentation for master plans.

Prepares environmental assessments and environmental impact statements.

Preparation of research or investigation data for landscape design project.

Reviews and approves preliminary and final engineering drawing.

Makes field inspections.

Completes layout, design, engineering, specifications, and cost estimates for assigned areas such as rest areas, recreational sites, housing sites, travel information centers, etc.

Constructs study models.

Serves as an essential member of work teams established to review plans and proposals.

Studies special problems.

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 case and uses of construction material in landscape design.

Knowledge of inspection techniques and procedures.

Knowledge of the value and commercial use of resources.

Knowledge of the state rules and regulations pertaining to landscape design.

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 analyze private development plans for accuracy, appropriateness, and compliance with laws.

Ability to prepare topographical maps.

Ability to make accurate drawings to scale from sketches, design drawings, and verbal instructions.

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

Working Conditions

Some jobs require an employee to work outdoors.

Physical Requirements

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

Education

Possession of a bachelor's degree with a major in landscape architecture.

Experience

Landscape Design Specialist 13

Four years of professional experience as a Landscape Designer including, two years equivalent to a Landscape Designer P11 or one year equivalent to a Landscape Designer 12.

Landscape Design Specialist 14

Five years of professional experience as a Landscape Designer, including three years equivalent to a Landscape Designer P11, two years equivalent to a Landscape Designer 12, or one year equivalent to a Landscape Design Specialist 13.

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

LANDESSPL

Job Code Description

LANDSCAPE DESIGN SPECIALIST

Position Title

Landscape Design Specialist-2

Position Code

LANDSPL2

Pay Schedule

H21-016

Landscape Design Specialist-3

LANDSPL3

H21-018

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10/25/2015