

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

RESOURCE SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a land and water resources 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 - Resource Specialist 2

Resource 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 - Resource Specialist 3

Resource 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 - Resource Specialist 4

Resource 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 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 the technical resource management program.

Represents the department on matters of environmental protection, resource planning, and agricultural management.

Participates in joint studies with state, federal, local and private organizations in matters of resource supply and demand.

Attends conferences and public meetings to explain current programs and policies and testifies at public hearings.

Reviews scientific literature and reports dealing with current developments in resource management, environmental protection, and resource conservation.

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.

Secures background information relevant to appraisal such as tax history, ownership history, and zoning classification.

Negotiates for and purchases or leases parcels of real property or rights therein.

Formulates procedures, policies, and guidelines for assigned programs.

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, conformance with accepted practices, environmental contamination, and other environmental concerns.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry, governmental agencies, and local units of government.

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 and federal laws and legislative processes related to the work.

Knowledge of the reporting methods and techniques.

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 environmental research.

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 the results of environmental impact studies.

Knowledge of the methods of compiling and organizing data.

Knowledge of the procedures and methods of statistical analysis.

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

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

Ability to analyze and evaluate data.

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

Ability to maintain favorable public relations.

Ability to work cooperatively with state and local officials.

Working Conditions

Some jobs require an employee to work on high structures.

Some jobs require an employee to work in adversarial situations.

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

Some jobs require an employee to be exposed to inclement weather conditions.

Physical Requirements

None

Education

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

Experience

Resource Specialist 13

Four years of professional experience in the protection, development and maintenance of land, water, or natural resources, including two years equivalent to the experienced (P11) level in state service; or, one year equivalent to the senior (12) level in state service.

Resource Specialist 14

Five years of professional experience in the protection, development and maintenance of land, water, or natural resources, including three years equivalent to the experienced (P11) level in state service, two years equivalent to the senior (12) level in state service; or, one year equivalent to the 13 level in state service.

Resource Specialist 15

Six years of professional experience in the protection, development and maintenance of land, water, or natural resources, including three years equivalent to the senior (12) level in state service, two years equivalent to the 13 level in state service; or, one year equivalent to the 14 level in state service.

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

RESOURSPL

Job Code Description

RESOURCE SPECIALIST

Position Title

Resource Specialist 2

Resource Specialist 3

Resource Specialist 4

Position Code

RESRSPL2

RESRSPL3

RESRSPL4

Pay Schedule

H21-014

H21-017

H21-021

SA

10/25/2015