

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**SOIL SCIENCE SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a soil science 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 - Soil Science Specialist 2**

Soil Science 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 - Soil Science Specialist 3**

Soil Science 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.

Reviews scientific literature and reports concerned with current developments in soil science.

Prepares special studies and reports.

Conducts field reviews of soil survey areas.

Represents the department at meetings and conferences.

Schedules soil surveys.

Participates in the collection, evaluation, and coordination of technical support data.

Takes soil borings and makes visual observations of the terrain and records data.

Examines, identifies, and classifies soils and determines their characteristics.

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

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

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 the principles and practices of basic soil science.

Knowledge of the standard soil classification system.

Knowledge of chemistry, physics, and mapping as related to the work.

Knowledge of the equipment used in conducting soil surveys.

Knowledge of soil survey operations and procedures.

Knowledge of the techniques of collecting and analyzing data.

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 apply principles and practices of soil science.

Ability to recognize photographic patterns and relate these to the significant features of soils.

Ability to prepare technical descriptions of individual pedons and mapping units.

Ability to interpret and record visual observations.

Ability to observe critically and obtain accurate data and prepare reports.

Ability to maintain records, and prepare reports and correspondence.

Ability to maintain favorable public relations.

### **Working Conditions**

Some jobs require an employee to work outdoors as well as in an office or a laboratory.

### **Physical Requirements**

The job duties require an employee to lift and/or move heavy objects.

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

### **Education**

Possession of a bachelor's degree in soil science.

### **Experience**

#### **Soil Science Specialist 13**

Four years of professional experience equivalent to a Soil Scientist, including two years equivalent to a Soil Scientist P11 or one year equivalent to a Soil Scientist 12.

#### **Soil Science Specialist 14**

Five years of professional experience equivalent to a Soil Scientist, including three years equivalent to a Soil Scientist P11, two years equivalent to a Soil Scientist 12, or one year equivalent to a Soil Science 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**

SOILSCSPL

**Job Code Description**

SOIL SCIENCE SPECIALIST

**Position Title**

Soil Science Specialist 2

Soil Science Specialist 3

**Position Code**

SOILSPL2

SOILSPL3

**Pay Schedule**

H21-014

H21-017

SA

10/25/2015