

Position Code

1.

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
	Labor and Economic Opportunity
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Bureau of Services for Blind Persons
4. Civil Service Position Code Description	10. Division
Student Assistant	Administrative Services
5. Working Title (What the agency calls the position)	11. Section
BEP Student Assistant	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Nick Rose, Departmental Manager 14	Business Enterprise Program
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Ellen Kent, State Administrative Manager 15	702 W. Kalamazoo St., Lansing, MI, however, this position may be eligible for hybrid work depending on program needs. Monday through Friday 8am to 5pm, not to exceed 129 hours per month.

14. General Summary of Function/Purpose of Position

The Student Assistant will provide support to the Business Enterprise Program (BEP) by assisting staff with a variety of tasks and special projects. Responsibilities include helping create and distribute the BEP Operators Newsletter, troubleshooting basic technology issues such as Microsoft Teams navigation, and ensuring timely communication with operators. The role also involves applying SOM and BSBP retention schedules to BEP records, including electronic files, and assisting with audits of Vending Facility Monthly Reports (VFMR). All work will follow established procedures, and the student assistant may make recommendations to BEP management on improving systems for record retention and operational efficiency.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1: Record Retention

General Summary of Duty 1 % of Time 50%

Summary – Working under management supervision, apply the SOM and BSBP specific record retention policies to all BEP records. Review all paper files, electronic files, and System 7 database to recommend the removal of documents in accordance with the retention schedule. Compile an exhaustive list of documents to be sent to the SOM Records Center and box and ship appropriate documents, including the destruction date, to the Records Center for appropriate storage. Provide potential solutions for moving all records to a digital format to BEP management.

Individual tasks related to the duty.

- Review all documents retained by BEP and apply the appropriate retention schedule.
- Using the DTMB Records Center procedures, box, ship, and record all documents to be sent to the Center.
- Establish a list of all documents retained at the Records Center.
- Make recommendations on the deletion of records from the BEP System 7 application in accordance with the BSBP retention schedule.
- Review all electronic documents and apply the retention schedule.
- Make recommendations to BEP management on converting all documents to a digital format.

Duty 2: VFMR Audit Support

General Summary of Duty 2 % of Time 25%

Summary – Assist BEP staff in auditing BEP licensees Vending Facility Monthly Reports, requesting documentation from licensees, reviewing documentation to ensure that it supports the VFMR submitted, and providing a summary of the audit to the BEP management for review while following established procedures.

Individual tasks related to the duty.

- Assist BEP staff in communicating requests for supporting documentation to BEP licensees.
- Review Vending Facility Monthly Reports submitted by licensees and compare them to the supporting documentation provided.
- Assist in summarizing the results of the review, including a list of all discrepancies.
- Assist with making changes, where appropriate, to submitted VFMRs and provide notice of changes to the paid Set Aside Fees and retirement contributions.
- Generate supplemental bills to balance and reconcile SAF and retirement contributions paid by licensees.

Duty 3: Inventory and Data Support

General Summary of Duty 3

% of Time 20%

Summary – Assist with providing administrative and operational support to BEP staff, operators, and promotional agents including assisting with newsletters and communications, helping troubleshoot basic technology questions, supporting equipment inventory and audits, maintaining accurate records in System7, and performing general administrative tasks such as organizing data, running reports, and preparing summaries.

Individual tasks related to the duty.

- Assist BEP staff in creating and distributing BEP Operators' Newsletter, ensuring content is accurate and timely.
- Support operators by troubleshooting Microsoft TEAMS questions, including navigating the platform, setting up meetings, sharing documents and resources.
- Collaborate with BEP staff to ensure timely communication and updates for operators.
- Travel to BEP sites to record and verify equipment as part of inventory activities.
- Support the annual BEP Equipment Inventory process and assist with periodic audits.
- Review and reconcile the System7 database to maintain accurate equipment records.
- Update equipment information in System7 when requested by management or field staff.
- Provide support to promotional agents, including assisting with product inventories during facility transfers, running standard reports from System7, organizing and maintaining report data in appropriate formats (Excel, PDF, etc.) and offering basic troubleshooting or escalating issues if reports fail to generate.
- Perform routine administrative tasks such as updating spreadsheets and tracking logs, preparing summary documents from report data and assisting with scheduling and document filing as needed.

Duty 4: Other Duties as Assigned

General Summary of Duty 4

% of Time 5%

Summary – Other Duties as assigned.

Individual tasks related to the duty.

- Other duties as assigned to support the function of the Business Enterprise Program, Administrative Services Division and the Bureau.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Using established policies to determine the appropriate disposition of BEP records. The Program and licensees are affected by these decisions.

17. Describe the types of decisions that require your supervisor's review.

- Ordinary administrative matters such as travel and approval of time reports and leave requests.
- Determination to make changes to Vending Facility Monthly Reports.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Working conditions are in an office environment. Lifting of boxes and files will be required. Occasional travel for participation in product and equipment inventories. May need to stand and kneel for extended periods of time.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
None			

20. This position's responsibilities for the above-listed employees include the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

I agree.

23. What are the essential functions of this position?

The Business Enterprise Program provides vocational training, placement, and promotional opportunities for legally blind adults. Occupational opportunities are provided for qualified blind individuals upon successful completion of the BEP training program. Training and placement opportunities are mandated per Randolph-Sheppard regulations and Michigan Public Act 260 of 1978, as amended. The Program seeks out and develops small food service businesses on state, federal or private property. Presently there are about 190 vending service locations with a variety of operations, such as cafeterias, snack bars, gift shops, vending stands, and highway rest areas. This position provides administrative support, ensuring that documentation retained for the program follows SOM guidelines and is available for federal reporting purposes. The position also ensures that reports submitted to the program are accurately supported by appropriate documentation and administrative support.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

The position duties and task focus were updated to reflect assisting more with the BEP staff in numerous areas.

25. What is the function of the work area and how does this position fit into that function?

The Business Enterprise Program provides legally blind individuals with the opportunity to operate small businesses in food service, providing an opportunity to achieve economic independence. This position will support BEP staff and ensure that the program follows SOM record retention requirements, assist with ensuring that reports submitted to the program are accurate, and will aid in ensuring that appropriate retirement credit and payments are made by licensees.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Completion of High School or equivalent and current enrollment in post-secondary education as required for the classification.

Enrollment in accounting or business administration is a plus.

EXPERIENCE:

No experience required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic computer skills, including Microsoft Office.

CERTIFICATES, LICENSES, REGISTRATIONS:

none

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY
Indicate any exceptions or additions to statements of the employee(s) or supervisors.
<i>I certify that the entries on these pages are accurate and complete.</i>
<div>_____ Appointing Authority Signature</div> <div>_____ Date</div>
TO BE FILLED OUT BY EMPLOYEE
<i>I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.</i>
<div>_____ Employee's Signature</div> <div>_____ Date</div>

NOTE: Make a copy of this form for your records.