

1. Position Code
STUDASTE27N

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LEO
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) BSBP
4. Civil Service Classification of Position Student Assistant	10. Division Administrative
5. Working Title of Position (What the agency titles the position) Student Assistant	11. Section BTBL
6. Name and Classification of Direct Supervisor Scott Norris, State Administrative Manager	12. Unit BTBL-Recording Studio
7. Name and Classification of Next Higher Level Supervisor James Hull, State Division Administrator	13. Work Location (City and Address)/Hours of Work 702 W Kalamazoo St. Lansing, Mi 48915 Part-time, usually M-F 20-30 hrs. 8:00 a.m. to 5:00 p.m.

14. General Summary of Function/Purpose of Position

Student assistant position works in support of the BTBL recording studio. The position is involved in all stages of audiobook production including volunteer interactions, audio editing, and audio markup.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done

to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 95

Recording Studio

Individual tasks related to the duty.

Recording Studio

- Communicate with and assist volunteers during recording sessions.
- Listen to and edit recorded audio files while following along with text.
- Use specialized software to produce audiobook files based on NLS standards.
- Maintain detailed records of activities related to the recording studio and procedures.

Duty 2

General Summary of Duty 2

% of Time 05

Other duties as assigned

Individual tasks related to the duty.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Students need to alert a supervisor of any issues that arise.

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

Anything beyond normal duties needs to be approved by a supervisor.

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.

Sitting for long periods at a computer.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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>

20. My responsibility for the above-listed employee includes the following (check as many as apply):

___ Complete and sign service ratings.

___ Provide formal written counseling.

___ Approve leave requests.

___ Approve time and attendance.

___ Orally reprimand.

___ Assign work.

___ Approve work.

___ Review work.

___ Provide guidance on work methods.

___ Train employees in the work.

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

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

TO BE COMPLETED BY DIRECT SUPERVISOR

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

Yes

23. What are the essential duties of this position?

Editing audio recordings, mark-up.

Working with volunteers.

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

No change

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

The Braille and Talking Book Library provides reading materials in alternative formats for those who cannot read standard print due to a visual or physical disability or print disability. This position entails activities required to produce audio books for library patrons.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Must be a student attending college or university for a minimum of 6 credit hours per term.

EXPERIENCE:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

None.

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.

27. 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

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. *I certify that the entries on these pages are accurate and complete.*

Appointing Authority's Signature

Date