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| CS-214Rev 11/2013 |  |  Position Code1.
 |
|  | State of Michigan**Civil Service Commission**Capitol Commons Center, P.O. Box 30002Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

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| 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 |
|  | LEO - Labor and Economic Opportunities |
|  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 | Training Center |
|  5.Working Title (What the agency calls the position) | 11. Section |
| TC Student Assistant |  |
|  6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| Scott LaceyState Administrative Manager 15 |  |
|  7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| Juan F. OrtizState Division Administrator, 17 |  1541 Oakland Drive Kalamazoo, MI 49008M/W/F 8a-12p and T/TH 8a-4:30p |
|  14. General Summary of Function/Purpose of Position |
| The student will assist BSBP Training Center staff in a temporary non-career position with a variety of regularly assigned and ad hoc projects related to the operation of the Training Center. This may include covering the front desk, assisting with monitoring security cameras, assisting with participant check-ins, assisting with registrations, providing tours, dorm room/apartment orientations, assisting with hosting activities, assisting with serving meals, assisting individuals with schedules, scanning current and historical documents, troubleshooting participant personal electronics and other assistive devices, maintaining equipment, restocking supplies, and assisting with other duties as assigned.  |
|  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**General Summary of Duty 1 % of Time 65** Perform a full range of support assignments for BSBPTC, maintaining the confidentiality of participants enrolled in training year-round.  |
| **Individual tasks related to the duty.*** Represent BSBPTC by performing receptionist duties and keeping front desk area organized and clean.
* Identify any anomalies and consult with Manager regarding resolution.
* Assist with the check-in and out, tracking, and inventory of the BSBPTC Lending Library.
* Enter data and update databases.
* Prepare mailings such as entrance letters, handbooks, policies, etc.
* Restock supplies in various locations.
* Upon request, summon emergency services such as police, fire, and ambulance.
* Assist in coordinating emergency drills.
* Field information and communicate as necessary to provide accurate information.
* May periodically travel locally to pickup/drop-off participants at the Kalamazoo train station, supplies, or errands as requested (transporting equipment from one site to another).
* Assist with state vehicle log reviews, filing, sorting mail, completing schedules, etc.
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| Duty 2**General Summary of Duty 2 % of Time 20** The student will assist Training Center staff with monitoring building security cameras, building security checks, arrival and departure duties, provide potential participants and their families with a tour of the building, provide direct participant assistance through the Support Services and dietary units.  |
| **Individual tasks related to the duty.*** Assist with monitoring building security cameras and security checks.
* Assist with check ins, registrations, and room orientations.
* Assist with departures, room checks, and retrieval of room key and scan access card.
* Assist with hosting/facilitating activities
* Assist with compiling schedules in a preferred format.
* Assist with filing documents and electronic files
* Assist with serving meals when needed.
* Make copies, assist with scanning/drafting of various documents.
* Stay informed of office details and advise supervisor of problems.
* Receive and interact with participants, families, friends, community partners, and visitors.
* Assist with placing personal belongings in the heat tent.
* Assist with providing tours of the building.
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| Duty 3**General Summary of Duty 3 % of Time 10** Assist participants with electronics and help troubleshoot issues. |
| **Individual tasks related to the duty.*** Assist participants with accessing TC computer resources.
* Assist participants to troubleshoot personal electronics and other accessible equipment.
* Assist participants with posting of mail and packages if needed.
* Follow up with participants if late or absent from class and report issues to supervisor.
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| Duty 4**General Summary of Duty 4 % of Time 5** Other duties as assigned. |
| **Individual tasks related to the duty.*** Other duties as assigned, aiding with daily TC operations.
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|  16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.N/A |
|  17. Describe the types of decisions that require the supervisor’s review.This position functions as front desk coverage as well as an assistant to the dietary and Support Services Units and will report to State Administrative Manager who will make all decisions relating to work output. |
|  18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.Work mainly within the building but occasionally accompany participants on outdoor lessons in the community where weather conditions may vary. May also assist with transporting participants and equipment locally from one site to another. Position requires prolonged standing and/or sitting on a daily basis.Position requires periodic walking in the building throughout the day.Participants with orthopedic or other disabilities sometimes need some physical assistance with tasks.Frequently work with adapted equipment and sometimes move equipment.  |
|  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.) |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
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|  20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply): **Complete and sign service ratings. Assign work.** **Provide formal written counseling. Approve work.** **Approve leave requests. Review work.** **Approve time and attendance. Provide guidance on work methods.** **Orally reprimand. Train employees in the work.** |

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| 22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?Yes. |
|  23. What are the essential functions of this position?See Box 14 |
|  24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.In Duty 1 the proportion of time was moved from 45% to 65% as the significant majority of work are to assist staff. Duty 3 was lowered from 20% to 10% as there is less interaction and technological assistance with participants during the day when they are in classes. |
|  25. What is the function of the work area and how does this position fit into that function?The function of the Bureau of Services for Blind Persons Training Center is to provide skills of blindness training to participants and to prepare individuals in Vocational Rehabilitation for employment. This position functions as student assistant for the BSBP Training Center Program, specifically in the areas of Support Services, dietary, and front desk coverage. Providing direct participant support, coordination of services and troubleshooting equipment, directly interacting and benefiting participants in training. |
|  26. What are the minimum education and experience qualifications needed to perform the essential functions of this position? |
| EDUCATION:Current enrollment in a post-secondary educational institution, vocational or technical school.  |
| EXPERIENCE:No specific type or amount is required.  |
| KNOWLEDGE, SKILLS, AND ABILITIES:Ability to communicate well with others verbally and in writing. Must have good customer service and computer skills, particularly in Word and Excel. |
| CERTIFICATES, LICENSES, REGISTRATIONS:N/A |
| *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 certify that the entries on these pages are accurate and complete.*  **Appointing Authority** **Signature Date** |
| TO BE FILLED OUT BY EMPLOYEE |
|  *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.*  **Employee’s Signature Date** |

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