

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information 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 CIVIL SERVICE COMMISSION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division Michigan Department of Health and Human Services
5. Working Title (What the agency calls the position) Student Assistant	11. Section Office of Human Resources
6. Name and Position Code Description of Direct Supervisor CONLEY, NATHAN; STATE ADMINISTRATIVE MANAGER-1	12. Unit Labor Relations
7. Name and Position Code Description of Second Level Supervisor DEROSE, MICHAEL; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 235 S. GRAND AVENUE, LANSING, MI 48933 / Monday-Friday 8am-5pm
14. General Summary of Function/Purpose of Position This position performs a variety of general office assistance within the Office of Labor Relations, Division of MDHHS Human Resources. With direction from Labor Relations Staff, assists with reviewing files, copying and scanning documents and provides back support for the OLR HR Tech.	

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:

Percentage: 30

Student assists with reviewing Labor Relations, Reasonable Accommodation, EEOC and MDCR, and Worker Compensation files. Student reviews files to determine if files need to be retained at the work site, sent to records center or destroyed.

Individual tasks related to the duty:

- Pull files and review documents to determine if files should be retained at the work site, sent to records center or destroyed in accordance with DTMB records retention requirements.
- For files sent to records center; makes a list of files which are boxed labeled and send to records manager center.

Duty 2

General Summary:

Percentage: 30

Assists Office of Labor Relations Analyst with general office type duties.

Individual tasks related to the duty:

- Sends appointing authority letters out via regular and certified mail.
- Assist with scanning and copy documents.
- Organizing documents.
- Type documents as needed.

Duty 3

General Summary:

Percentage: 30

Assist the Office of Labor Relations staff with general office duties.

Individual tasks related to the duty:

- Scan and copy documents for labor relations representatives in preparation of grievance conferences, arbitrations, EEOC and MDCR complaints, Reasonable Accommodation requests, and Worker Compensation cases.
- Assists in organizing and compiling documents for labor representatives.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

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

Organizing daily work.

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

Decisions made to keep or send files to records manager center.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Normal office environment, sitting, standing, walking. Use of phone, computer, printer, copier, scanner, fax, and other office 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.

Additional Subordinates

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

<input type="checkbox"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> N	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?

Yes

23. What are the essential functions of this position?

To provide the Office of Labor Relations with general office assistance.

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

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

The position assists the Office of Labor Relations by performing routine general office duties associated with employee relations matters.

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

EDUCATION:

Current enrollment in high school, vocational or technical school, or post-secondary educational institution.

EXPERIENCE:

Student Assistant A
No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of office equipment

Ability to use a computer

Ability to learn the work of the agency

Ability to communicate effectively with others

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

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

Appointing Authority

Date

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

Date