

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STUDASTEL28R

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 ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division Remediation and Redevelopment
5. Working Title (What the agency calls the position) Student Assistant	11. Section Laboratory Services
6. Name and Position Code Description of Direct Supervisor KNOTTNERUS, G M; LABORATORY SCIENTIST MANAGER-3	12. Unit Inorganic Unit
7. Name and Position Code Description of Second Level Supervisor SHANE, KIRBY; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 3350 N. Martin Luther King Blvd., Lansing, MI 48906 / Various

14. General Summary of Function/Purpose of Position Assist technicians with the performance of laboratory work required for the initial screening, preparation, and disposal of samples for inorganic analysis. Perform non-complicated analysis of samples following approved USEPA methods.

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: 90

Assist with the preparation, analysis, and disposal of samples in the inorganic unit.

Individual tasks related to the duty:

- Assist pH and turbidity analyses
- Assist with percent solids analysis
- Assist with sample neutralization and disposal
- Assist with chlorophyll analysis
- Assist with sample preparation of soils and waters.
- Receiving samples from login

Duty 2

General Summary:

Percentage: 10

Perform other duties assigned by Inorganic unit manager or lead worker.

Individual tasks related to the duty:

- Ordering supplies
- Maintain data filing system.
- Archiving data for long term storage.
- Weekly checks on eye washes and safety showers.

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

Prioritization of daily work assignments based on general guidance from supervisor or lead worker.

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

Weekly work assignments.

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.

This position requires standing for long periods of time. Lifting incoming packages for distribution and potential exposure to toxic chemicals used in laboratory procedures found from sampling sites.

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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | 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?

The essential duties of this position are to assist the laboratory staff with preparation of samples for analysis.

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

Updating PD to add more specific tasks.

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

The essential duties of this position are to assist laboratory staff with preparation of samples and analysis for the drinking water and environmental laboratories.

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:

Preferred to have or enrolled in a chemistry class. Exposure to computer usage and the ability to work well with others.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license is preferred.

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.

LAUREN FELDPAUSCH

9/9/2021

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