

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
	Department of Licensing & Regulatory Affairs (LARA)
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Bureau of Community and Health Systems (BCHS)
4. Civil Service Position Code Description	10. Division
Student Assistant E	
5. Working Title (What the agency calls the position)	11. Section
Student Assistant	Workforce Background Check (WBC) Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Adam Krajniak, State Administrative Manager 15	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Steve Gobbo, Deputy Bureau Director 18	611 W. Ottawa, Lansing, Monday-Friday, 8 am – 5 pm

14. General Summary of Function/Purpose of Position

The Bureau of Community and Health Systems (BCHS) is responsible for the regulation of various covered providers, including adult foster care facilities, health facilities and agencies, nurse and medication aides, and qualified interpreters. The bureau regulatory oversight is set forth in the Public Health Code (PHC), 1978 PA 368; Mental Health Code (MHC), 1974 PA 258; Adult Foster Care (AFC) Facility Licensing Act, 1979 PA 218, and Deaf Person's Interpreters Act, 1982 PA 204. This student position is in the Workforce Background Check (WBC) Section. This section works with the PHC, MHC, and AFC Facility Licensing Act. This position will assist with general office duties including answering calls, sorting mail, and making copies as well as assisting with conducting research, generating metrics, and developing training modules.

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 50%**

Assist with general office duties.

Individual tasks related to the duty.

- Assist with copying online and paper files including Freedom of Information Act (FOIA) requests.
- Assist with filing and retrieving online and paper documents.
- Assist with answering phones.
- Assist with maintaining and organizing supply areas.
- Assist with other office duties as assigned by section manager.

Duty 2

General Summary of Duty 2 **% of Time 40%**

Assist with research and trainings.

Individual tasks related to the duty.

- Research other states laws and administrative rules for comparison purposes with Michigan requirements.
- Assist section manager in conducting ad hoc research on process improvements and projects.
- Assist with drafting changes to various policies and procedures including summarizing justification for changes.
- Prepare and compile documents as needed for ad hoc workgroup meetings.
- Make calls to various Michigan associations to gather input on existing and proposed policies, procedures, and trainings.
- Conduct research on section performance measures.
- Assist in developing training models for staff and external providers.

Duty 3

General Summary of Duty 3 **% of Time 10%**

Other duties as assigned.

Individual tasks related to the duty.

- Other tasks as assigned by the section manager, deputy bureau director, or bureau director.

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

Independent decisions are made in prioritizing daily work to meet deadlines set by section manager. Independently respond to telephone callers and correspondence once trained and assigned to these duties on an as need basis.

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

Tasks and priorities are set by the section manager. Supervision review is required when assignment is not clearly defined or documents are ambiguous, and when a task may have broad impact on bureau operations.

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.

Physical effort is standard for an office setting and considerable time is spent on the computer.

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>
N/A	N/A	N/A	N/A

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

N/A Complete and sign service ratings.

N/A Assign work.

N/A Provide formal written counseling.

N/A Approve work.

N/A Approve leave requests.

N/A Review work.

N/A Approve time and attendance.

N/A Provide guidance on work methods.

N/A Orally reprimand.

N/A 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?

General office duties and assisting with research and trainings.

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

This student position is being reassigned to the WBC section, but general duties remain the same.

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

Assist with general office duties to assure timeliness of processing required criminal history checks as required by state law as well as supporting research and training development.

EDUCATION:

High school graduate and currently enrolled in a college or university.

EXPERIENCE:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to follow oral and written instructions.
- Good organizational skills.
- Ability to use a personal computer with an emphasis on Microsoft products including Word, Excel, and PowerPoint.
- Good verbal and written communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Student must provide evidence of enrollment or acceptance to an educational institution.

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.