

Position Code STUDASTEM36R

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
VACANT	Environmental Quality
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	N/A
4. Civil Service Position Code Description	10. Division
Student Assistant	Remediation and Redevelopment
5. Working Title (What the agency calls the position)	11. Section
Student Assistant	Laboratory Services
6. Name and Position Code Description of Direct Supervisor	12. Unit
Marlene Kane, Laboratory Scientist Manager 13	Support Services Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Kirby Shane, Laboratory Scientist Manager 15	3350 N. Martin Luther King Blvd., Lansing, MI 48906

14. General Summary of Function/Purpose of Position

Assist with the performance of laboratory work required for the initial screening and preparation of samples for analysis. Open, sort, number and distribute samples for bacteriological and chemical analysis. Assist with other aspects of sample preparation and sample unit preparation. .

**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 40**

Receiving and opening shipments of laboratory samples for testing received from various carriers.

Individual tasks related to the duty.

- Open laboratory sample shipping containers.
- Sorting sample containers into packages based on information provided on laboratory request forms.
- Checking sample acceptability for testing i.e. within holding time, correct bottle, proper completion of forms, etc.
- Separating sample packages into bacteriological and chemical analysis requests. Generating bar coded number labels for analysis request forms, sample payment envelopes, and sample bottles. Placing payments received in an envelope and attaching bar codes to sample payments on envelope.
- Numbering samples and laboratory forms according to the proper tests requested.
- Distributing samples to appropriate work area using correct handling procedures (i.e., refrigeration if necessary).
- Maintaining daily logs of samples handled.
- Prepare sample container preservatives for shipment with sample containers.
- Add required sample preservatives to sample containers.

Duty 2

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

Prepare and ship drinking water sampling kit orders to customers in a timely manner from orders submitted to the laboratory.

Individual tasks related to the duty.

- Prepare back stock of sample container kits including sample containers, labels, analysis request forms and shipping containers.
- Construct shipping containers for shipment of items.
- Prepare sample kit orders from orders submitted to the laboratory.
- Prepare sample kit order shipments using UPS shipping computer application and US Postal Service.
- Maintain a clean and safe work area.

Duty 3

General Summary of Duty 3

% of Time 20

Other duties that may be assigned.

Individual tasks related to the duty.

- Perform other Student Assistant duties.
- Assist laboratory staff.

Duty 4

General Summary of Duty 4

% of Time 0

Individual tasks related to the duty.

-

Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

-

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

-

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.

Supervisory guidance is required when determination of test categories cannot logically be made and when changes may be needed to written procedures being used.

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.

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

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

Agree.

23. What are the essential functions of this position?

The essential duties of this position are to receive, open, sort, number, distribute samples for analysis and sample unit preparation. The employee in this position also receives, sorts, and separates payments for testing requests. Correct processing of samples is required to assure reliability of test data reported to clients' samples. Prepare back stock of sample container kits including sample containers, labels and shipping containers. Construct shipping containers for shipment of items.

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

N/A

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 bottle orders for shipment and assist in sample receiving 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:

One college chemistry class.

EXPERIENCE:

Candidate must possess basic computer literacy.

KNOWLEDGE, SKILLS, AND ABILITIES:

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License.

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.