

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) Human Resources Operations
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division Office of Human Resources - Michigan Department of State Police
5. Working Title (What the agency calls the position) Student Assistant	11. Section Labor Relations/Disability Management
6. Name and Position Code Description of Direct Supervisor MILLER, JAMES D; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor MENDEZ-DUNN, JESSICA D; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive Dimondale MI / Monday-Friday-Hours vary between 8:00a.m.-5:00p.m.

14. General Summary of Function/Purpose of Position

This position will assist in conducting general human resource duties in both labor relations and disability management units. This position will be utilizing skills in Microsoft Office (Word, Excel, Access), Business Objects, HRMN, and various other computer programs. In addition, this position will assist in the various operations of the electronic filing system and microfiche equipment as it relates to the Michigan State Police department personnel files.

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**

Assist in functions of the Labor Relations Unit.

Individual tasks related to the duty:

- Scan all new documents to Michigan State Police members' personnel file, which includes but is not limited to pre-employment, training, medical, and disciplinary documents.
- Research past arbitration decisions to be used to assist the Labor Representative with comparable to current grievances.
- Provide assistance in the section, including preparation for meetings, compiling information for cases, and other duties as assigned.
- Run various Business Objects Reports.
- Assist in maintaining various databases.
- Assist in maintaining Michigan State Police/Human Resources Division website.

Duty 2

General Summary: **Percentage: 30**

Assist the Disability Management Unit with various duties.

Individual tasks related to the duty:

- Review and update reports to ensure drug and alcohol random test (DART) codes are current on a bi-weekly basis or as needed.
- Provide the Office of State Employer with updated position descriptions as back-up documentation to justify DART codes.
- Run various Business Object reports.
- Provide assistance with various duties as needed.

Duty 3

General Summary: **Percentage: 15**

Assist with issuing service awards pins.

Individual tasks related to the duty:

- On a bi-weekly basis assist with adding new hires, retirements, and name changes into the service awards pin database.
- On a monthly basis run the service awards pin report, request pins as needed and forward appropriate pins to command staff for distribution.
- Process requests for missing or lost service awards pins.

Duty 4

General Summary: **Percentage: 15**

Assist in maintaining the departmental health and safety lists of individuals needing Hepatitis B and lead level testing.

Individual tasks related to the duty:

- Track and enter into database all Hepatitis B testing.
- Track and enter into database all lead level testing.
- Perform other duties as assigned pertinent to the department's health and safety.
- Assist in preparing the agenda and minutes for the Michigan State Police Troopers Association (MSPTA) Safety Committee Meeting, track cases, add hours, and notify members of decision made by committee.

Duty 5

General Summary: **Percentage: 10**

Assist in the performance of administrative duties in Labor Relations and Disability Management Units.

Individual tasks related to the duty:

- Run Business Objects reports.
- Update employee lists such as seniority reports, FMLA and worker's compensation reports, and any monthly reports as needed.
- 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.

Decisions related to the performance of the normal tasks for this position.

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

Any change outside of the normal duties expected of this position.

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.

The job duties may require an employee to walk, bend, reach, or stand for extended periods. The job duties may require an employee to climb ladders. The job duties may require an employee lift and move heavy objects. The job duties may require an employee to use power tools.

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. |

N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Review work.
N Provide guidance on work methods.
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?

Assisting Human Resources Division staff in completing human resources processes.

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 Human Resources Division provides support to the Michigan State Police employees in all areas of human resources such as compensation/benefits, performance management, classifications/selections, disability management, labor relations, etc. This position will assist in providing timely service primarily in the Labor Relations and Disability Management Units.

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:

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of terminology and subject matter in the area of work to be performed. Some knowledge of office equipment or materials used in the work. Ability to use a computer. Ability to follow oral and written instructions. Ability to learn the work of the agency. Ability to communicate effectively with others. Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

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

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