

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STUDASTET21N

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 Michigan State Police
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Services Bureau
4. Civil Service Position Code Description Student Assistant-E	10. Division Grants and Community Services Division
5. Working Title (What the agency calls the position) Student Assistant	11. Section Office of School Safety
6. Name and Position Code Description of Direct Supervisor Kimberly Root, State Administrative Manager 15	12. Unit
7. Name and Position Code Description of Second Level Supervisor Nancy Becker Bennett, Senior Policy Executive 18	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, Michigan Monday - Friday, 8 a.m. – 5 p.m, various

14. General Summary of Function/Purpose of Position

This position will function as a general assistant to the Michigan State Police (MSP) Office of School Safety (OSS). Duties include but are not limited to: Assisting with tasks and research associated with the Michigan School Safety Academy, the School Resource Officer Grant Program, Michigan Behavioral Threat Assessment and Management Program, and the Emergency Operations Plan update project.

This position will work collaboratively with OSS staff in development and preparation of resource materials, registration information, drafting email correspondence for review, as well as various tasks associated with OSS projects and the OK2SAY program. This position will function in a bias free manner.

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

Perform a variety of support duties within the MSP OSS.

Individual tasks related to the duty:

- Conduct research on best practices in other states to use for development and preparation of OSS documents.
- Assist in reviewing documents submitted by grantees within the School Resource Officer Grant Program.
- Assist with the Emergency Operations Plan update by reviewing documents for comprehension and formatting.
- Assemble materials for training.
- Review content for the OSS website.
- Assist in monitoring the school safety inbox.
- Assist with updating the 2018 Final Recommendations status document.
- Assist in assembling incident reporting data.
- Assist with training materials and handouts.
- Monitor requests for OK2SAY presentations.
- Assist with preparations for quarterly School Safety Commission meetings.
- Assist with completion of required reports.
- Assist with gathering information on school violence trends.

Duty 2

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Perform other duties as assigned by the OSS Manager, the Section Commander, and/or the Division Director.

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

All work will be performed under direct supervision.

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

Any decisions having impact on major projects.

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 duties and tasks of this job are usually performed in a traditional office setting. Sitting, standing, and occasional lifting are required; occasional travel is required. Prevailing environmental conditions are those related to the use of a computer and normal office routines.

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):

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

This position will assist the OSS in providing best practice information and training to schools, school districts, intermediate school districts, law enforcement and other collaborating agencies for the prevention of violence in Michigan schools.

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

The position has not changed.

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

The OSS was established following the publication of the 2018 Final Recommendations of the School Safety Task Force. The OSS is committed to delivering quality services to schools throughout the State of Michigan.

By fostering communication with law enforcement, the OSS will promote strategies to encourage safe and secure learning environments that reduce threats, build trust, and improve the quality of life for K-12 students in Michigan. The student employee will provide vital support for the OSS to effectively serve the students and staff who learn and work in Michigan schools.

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:

Ability to communicate effectively both verbally and in writing. Ability to work collaboratively with staff at varying levels of responsibility. Ability to work with different topics and personalities and adapt to changes.

**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