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| CS-214REV 8/2007 |  |  1. Position Code |
|  | State of Michigan**Civil Service Commission**Capitol Commons Center, P.O. Box 30002Lansing, MI 48909 |  |
| Federal privacy laws and/or state confidentiality requirements protect a portion of this information. | POSITION DESCRIPTION |  |

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| This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.** |
|  2. Employee’s Name (Last, First, M.I.) |  8. Department/agencyTechnology, Management & Budget |
|  3. Employee Identification Number |  9. Bureau (Institution, Board, or Commission)State Facilities Administration |
|  4. Civil Service Classification of PositionStudent Assistant |  10. DivisionStrategies & Solutions |
|  5. Working Title of Position (What the agency titles the position)Student Assistant |  11. SectionCustomer Program Support |
|  6. Name and Classification of Direct SupervisorBrad LaMacchia, Departmental Manager 13 |  12. UnitSupply Chain |
|  7. Name and Classification of Next Level SupervisorBryan Tanner, State Administrative Manager-15 |  13. Work Location (City and Address)/Hours of WorkState Facilities Administration Bldg.3111 W. St. Joseph Hwy.,Lansing, MI 489178 a.m. – 5 p.m.(Hours varied w/ student class schedule) |
|  14. General Summary of Function/Purpose of PositionThis student will provide administrative, technical, and meeting support for DTMB/SFA, Strategies & Solutions Division. Main administrative duties will include assisting in research and special projects, drafting correspondence, and assisting with the Supply Chain processes. Technical tasks include data entry, ordering and tracking various computer and phone/office equipment inventory, assisting zone staff/management in troubleshooting computer and phone issues, and creating various documents, spreadsheets, presentations, and manuals using Microsoft Office software. Other duties include meeting set up, delivery and pickup of materials, copying, filing, reporting, and clerical work. It is expected that the student will become familiar with division systems and procedures. |
| For Civil Service Use Only |
|  15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty. List your duties in the order of importance, 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 45**Provide administrative support.  |
| **Individual tasks related to the duty.*** Assist in reports and/or division research
* Support management in drafting, reviewing, and editing instruction manuals, policies and procedures, and forms
* Conduct, distribute, and edit new employee spotlight interviews
* Assist with drafting, reviewing, and distributing Building and Parking Services and Health and Safety Notifications
* Perform administrative duties regarding special projects for SFA management
* Pick-up and delivery of mail and materials as necessary
* Create photocopies and scan documents
* Review, draft, send, or track various forms of correspondence including email, memos, and letters
* Maintain electronic and paper filing systems
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| Duty 2**General Summary of Duty 2 % of Time 40**Technological/Software support  |
| **Individual tasks related to the duty.*** Assist zone management with organization and retrieval of information.
* Create and update MS Excel spreadsheets, graphs and charts.
* Assist in creating, formatting and editing MS Word documents, memos, tables, lists, etc.
* Assist in calendar and email maintenance using MS Outlook.
* Create Microsoft PowerPoint presentations for SFA events
* Create manuals, pamphlets, and brochures using Microsoft Publisher.
* Learn and provide support in division specific software
* Design and order office signs, nameplates, and posters
* Design and order business cards
* Assist in entering and tracking vehicle mileage in software program M4
* Assist in the ordering and distribution of office, computer, and phone supplies
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| Duty 3**General Summary of Duty 3 % of Time 10**Meeting Support |
| **Individual tasks related to the duty.*** Prepare materials for meetings
* Take, draft, distribute, and file meeting minutes/notes
* Assist in scheduling, inviting and arranging meetings
* Assist in the set up and use of audio and visual meeting equipment and software including PowerPoint, Skype, GoToMeeting, WebEx, computers, televisions, projectors, etc.
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| Duty 4**General Summary of Duty 4 % of Time 5**Other dutes as assigned. |
| **Individual tasks related to the duty.*** Attend zone tours
* Assist in fleet vehicle management
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|  16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.Decisions need to be made in the selection of appropriate actions and departmental policies/procedures.  |
|  17. Describe the types of decisions that require your supervisor’s review.Guidance is required to establish priorities or when agency procedures are unknown. |
|  18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.* Moving files, boxes, supplies, tools or materials weighing up to 25 pounds.
* Placing reams of copy paper on shelves (Keeping paper trays full in copiers)
* This job is sometimes performed in a standard office setting. Use of a computer is required. Sitting at a computer terminal for long periods of time. Moderate lifting, bending, and kneeling for sorting and filing.
* This job is sometimes performed in shop, warehouse, storage or mechanical space. Some exposure to dust, noise, temperature extremes, mechanical or electrical equipment may occur.
* This position requires work to be performed in various buildings in Lansing’s downtown Capitol Complex and the Secondary Complex in Dimondale.
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|  19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.) |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
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|  20. My responsibility 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.** |
|  21. *I certify that the above answers are my own and are accurate and complete*.  **Signature Date** |

**NOTE: Make a copy of this form for your records.**

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| TO BE COMPLETED BY DIRECT SUPERVISOR 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?Yes |
|  23. What are the essential duties of this position?To provide administrative, technical, and support to SFA employees and programs. |
|  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?State Facilities Administration is responsible for the operation of secure, clean, safe, and comfortable buildings and office spaces; provide excellent customer service to building tenants and visitors; and responsibly manage DTMB physical assets and energy use.  |
|  26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position. |
| EDUCATION:Current enrollment in a post-secondary educational institution. |
| EXPERIENCE:No specific type or amount required. |
| KNOWLEDGE, SKILLS, AND ABILITIES:* Ability to work closely with various levels of staff and customers.
* Ability to follow oral and written instructions.
* Ability to read, write, count with good written and communication skills.
* Knowledge of database management programs.
* Knowledge of typical office software programs.
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| CERTIFICATES, LICENSES, REGISTRATIONS:N/A |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.* |
|  27. *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 |
|  28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.N/A |
|  29. *I certify that the entries on these pages are accurate and complete.*  **Appointing Authority’s** **Signature Date** |