

Position Code 1. STUDASTE

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
	Environment, Great Lakes, and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Student Assistant – E	Drinking Water and Environmental Health
5. Working Title (What the agency calls the position)	11. Section
Student Assistant	Community Water Supply
6. Name and Position Code Description of Direct Supervisor	12. Unit
Koren Carpenter, Environmental Manager 14	Operator Training and Certification Unit (OTCU)
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Kris Philip, State Administrative Manager 15	525 W. Allegan, Lansing, MI
14. General Summary of Function/Purpose of Position	
<p>This position will be responsible for providing a variety of support functions for the Operator Training and Certification Unit. Tasks will include data entry, data analysis, document preparation, training, spreadsheet development and various other tasks as assigned by the supervisor. In addition, the student position may include priority initiatives in the water sector such as workforce development and cybersecurity.</p>	

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 100

This position will be responsible for providing a variety of support functions for the Operator Training and Certification Unit.

Individual tasks related to the duty.

- Sort, file, and organize program files.
- Enter data into spreadsheets and program software.
- Work with program staff to resolve discrepancies with data.
- Photocopy, scan, and distribute documents.
- Proofread documents.
- Perform a variety of office activities.
- Perform special assignments or projects.
- Attend relevant meetings.
- Complete other tasks as assigned.

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.

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

Daily work assignments require supervisory review.

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.

The job duties may require employee to walk, bend, reach, or stand for extended periods.

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):

NA Complete and sign service ratings.

NA Assign work.

NA Provide formal written counseling.

NA Approve work.

NA Approve leave requests.

NA Review work.

NA Approve time and attendance.

NA Provide guidance on work methods.

NA Orally reprimand.

NA Train employees in the work.

<p>22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?</p> <p>Yes.</p>
<p>23. What are the essential functions of this position?</p> <p>This position will be responsible for providing a variety of support functions for the Operator Training and Certification Unit. Tasks will include data entry, data analysis, document preparation, training, spreadsheet development, and various other tasks as assigned by the supervisor.</p>
<p>24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.</p> <p>N/A</p>
<p>25. What is the function of the work area and how does this position fit into that function?</p> <p>The essential duties of this position are to assist the Operator Training and Certification Unit. The OTCU's function is to provide certification and renewal to drinking water operators. Components of the OTCU include development and scheduling of technical, managerial and other categories for drinking water operators. OTCU develops and administers exams and maintains/updates exam questions.</p>
<p>26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?</p>
<p>EDUCATION:</p> <p>Current enrollment in high school, vocational or technical school, or post-secondary educational institution and pursuing additional experience in the environmental related fields.</p>
<p>EXPERIENCE:</p> <p>Candidate must possess basic computer literacy.</p>
<p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <p>Some knowledge or 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 and division. Ability to communicate effectively with others. Ability to maintain favorable public relations.</p>
<p>CERTIFICATES, LICENSES, REGISTRATIONS:</p> <p>The student must provide evidence of enrollment or acceptance to an educational institution.</p>
<p><i>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</i></p>
<p><i>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.</i></p>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Supervisor's Signature</div> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Date</div> </div>
<p>TO BE FILLED OUT BY APPOINTING AUTHORITY</p>
<p>Indicate any exceptions or additions to statements of the employee(s) or supervisors.</p>

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.