

1. Position Code

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

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/Agency DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) UNEMPLOYMENT INSURANCE AGENCY
4. Civil Service Classification of Position STUDENT ASSISTANT-E	10. Division FINANCE & ANALYSIS DIVISION
5. Working Title of Position (What the agency titles the position) STUDENT ASSISTANT	11. Section ANALYSIS & REPORTING SECTION
6. Name and Classification of Direct Supervisor Leonidas Murembya, State Administrative Mgr. 15	12. Unit
7. Name and Classification of Next Higher-Level Supervisor Debbie Ciccone, State Office Administrator 17	13. Work Location (City and Address)/Hours of Work LANSING . 8:00 AM – 5:00 PM, MONDAY - FRIDAY

14. General Summary of Function/Purpose of Position

The responsibilities of this position are to update the State's instructional module for data validation, commonly referred to as Mod 3.

The candidate will assist the section's data and economic analysts to update the instructions needed for annual tax and benefit Data Validation, to reflect the particularities of the new Unemployment Insurance automated data processing system (MiUI) being built.

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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 90

Drafting “Module 3 Data Element Validation State Specific Instructions” for Benefits and Tax Data Validation. Using an established template, work with the contractor developing the UIA’s new automated data processing system (Deloitte) to fill the steps needed for data element validation of all 16 benefits and 5 tax populations.

Individual tasks related to the duty.

- Gain knowledge of federal ETA and management reports on employer taxes and benefit payments.
- Become familiarized with the UIA system.
- Familiarize with the various search functions in MiUI and how to locate different types of individual records.
- Review of the steps needed for proper data element validation and locate the records needed in MiUI.
- Use the provided template, fill out and draft a Module 3 Handbook for use by data element validators in Michigan.
- Work with management and the developer of the new UIA data system to ensure a smooth automated transmission of data between state and federal systems.

Duty 2

General Summary of Duty 2 % of Time 10

Other duties as assigned by management.

Individual tasks related to the duty.

- As assigned

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.

- Students work under the direct supervision of the senior data validation analyst and the State Administrative Manager 15
- The daily priority of various functions/projects; ensuring all deadlines are met.

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

- When there is a conflict between information or resources.
- Any action that requires UIA’s leadership intervention.
- Any area needing/requiring communication with DOL.

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.

Physical Activities:

Extensive use of computer keyboard. Ability to sit for prolonged periods of time in front of and using a computer screen, mouse, and keyboard.

Walking to other departments occasionally.

Bending, twisting, and standing as required in a normal office environment. Ability to sit for prolonged periods of time in meetings, seminars, conferences, etc.

Work is performed in a climate-controlled office environment.

Repetitive use of a keyboard and mouse

Conditions/Hazards: Possible ‘high-stress’ periods with tight deadlines.

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.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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. |

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.

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?

Agree.

23. What are the essential duties of this position?

This position is responsible for supporting the UI-USDOL Data Validation Project.

Responsible for updating the instructions needed for annual tax and benefit Data Validation, to reflect the particularities of the new Unemployment Insurance automated data processing system (MiUI) being built.

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

New Position

The Michigan Data Automation System (MIDAS) is being replaced by a more modern system, MiUI. The USDOL requires that a new Module 3 Data Element Validation State Specific Instructions, reflecting the particularities of the new system be developed and certified by the state's data reporting and validation unit.

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

The work area is responsible for federal and management reporting, relating to Unemployment Insurance and Employment Service programs. This is a central repository and resource for workload, Trust Fund and Tax data, and the unit also is responsible for data analysis and projections, and research on legislation and other topics. Oversee and manage the USDOL Data Validation Project.

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 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:

Basic knowledge of the use of a computer. Reading and writing. Attention to details. Ability to summarize a great amount of materials and synthesize in simple steps. The incumbent should have a working knowledge of word-processing, spreadsheets, and database computer programs, specifically Microsoft Office programs. The incumbent is expected to be able to follow oral and written instructions, learn the work of the division and the analysis section, and communicate effectively.

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced senior level.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required.

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