

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. STUDASTES34N

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>  	<b>8. Department/Agency</b> DOC-CORRECTN CENTRAL OFFICE
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b> Offender Success Administration
<b>4. Civil Service Position Code Description</b> STUDENT ASSISTANT-E	<b>10. Division</b> Offender Success
<b>5. Working Title (What the agency calls the position)</b> Student Assistant	<b>11. Section</b> Offender Success Service Section
<b>6. Name and Position Code Description of Direct Supervisor</b> CLARK, DOUGLAS J; DEPARTMENTAL MANAGER-3	<b>12. Unit</b> Office of Community Corrections
<b>7. Name and Position Code Description of Second Level Supervisor</b> MCGEORGE, ROBERT P; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> GRANDVIEW PLAZA 206 E MICHIGAN AVE, LANSING, MI 48933 / 8am-5pm; Monday-Friday Not to exceed 129 hours/Mo.
<b>14. General Summary of Function/Purpose of Position</b> This position will assist with requests made by county Community Corrections Advisory Board (CCAB) staff and Community Residential Services (CRS) providers for COMPAS risk assessments for clients they are serving. This position will also perform a full range of administrative support functions to support the responsibilities of the Offender Success Administration.	

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: 85**

Data Collection

**Individual tasks related to the duty:**

- Collect data from various databases used by the Department.
- Analyze and review data with various internal/external stakeholders.
- Assist with various projects within OS as needed.

**Duty 2**

**General Summary:**

**Percentage: 10**

Assist with requests made by Community Corrections Advisory Board (CCAB) staff and Community Residential Services (CRS) providers for Basic Information Reports and COMPAS Summaries/Bar Charts for clients they are serving. Perform a full range of administrative support functions to support the responsibilities of the Offender Success Administration.

**Individual tasks related to the duty:**

- Assist with requests made by local CCAB staff and Probation Residential Services providers for Basic Information Reports and COMPAS Summaries/Bar Charts for clients they are serving.
- Assist with copying and scanning as needed.
- Assist with collecting information or documentation as needed for projects.

**Duty 3**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- 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.

Any action that is in line with procedures and guidelines provided to employee.

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

Any decision that is outside the provided guidelines and procedures.

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.

Minimal physical effort. Occasional lifting and moving of boxes of prisoner files. Extensive amounts of time spent doing work on computer.

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"/> 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.      |

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 with requests made by county Community Corrections Advisory Board (CCAB) staff and Community Residential Services (CRS) providers for COMPAS risk assessments for clients they are serving. This position will also perform a full range of administrative support functions to support the responsibilities of the Offender Success Administration.

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

Removal of managing COMPAS request mailbox.

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

The Office of Community Corrections is responsible for providing technical assistance, along with providing community corrections advisory boards with information required to develop comprehensive plans and programming. Additionally, this position will assist in the collection and processing of this information, along with assisting with technical assistance.

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:**

Excellent communication skills, both written and verbal. Ability to organize and prioritize. Good computer skills. Ability to read and understand Departmental policy, procedures, and Civil Service processes.

**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.***

CHANTAL VANATTA

\_\_\_\_\_  
Appointing Authority

11/21/2023

\_\_\_\_\_  
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