

State of Michigan
Civil Service Commission

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

Position Code 1. STUDASTE

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 TECH, MGMT AND BUDGET - IT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Center for Shared Solutions
4. Civil Service Position Code Description Student Assistant-E	10. Division
5. Working Title (What the agency calls the position) Student Assistant	11. Section Management Services
6. Name and Position Code Description of Direct Supervisor FARRER, GREGORY L; ENGINEER MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor FERGUSON-NELLIGAN, ANASTASIA C; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48851 / 8 a.m. – 5 p.m., Monday -Friday (School schedule)
14. General Summary of Function/Purpose of Position <p>This position serves in a supporting role in the Office of Michigan's Public Safety Communications System (MPSCS), which involves working on special assignments and projects for the Engineering section. This position will assist the engineering team with the creating, updating, and review of drawings and documentation. This position will assist the engineering team with the frequency search and FCC licensing processes. This position will learn about radio communications technologies and engineering software tools. Position will gain familiarity with alarm and control systems, trunked radio systems, RF propagation link and coverage analysis, radio traffic analysis and management techniques, voice and data standards, digital transport technology, network security, LANS/WANs, fiber optics, FCC Parts 90 and 101 rules and regulations, and the FCC licensing process.</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:

Percentage: 65

This position will assist the engineering team with the creating, updating, and review of drawings and documentation. This position will assist the engineering team with the frequency search and FCC licensing processes. This position will learn about radio communications technologies and engineering software tools.

Individual tasks related to the duty:

- Learn about radio communications technologies as they apply to public safety communications
- Learn to use engineering software tools.
- Assist with creating and updating system drawings and documentation
- Attend project meetings
- Assist with reviewing project drawings and documentation
- Assist with the frequency search and FCC licensing processes
- Assist with the development of technical procedures.
- Assist with the development of studies and other methods to monitor system performance.
- Organize and track documentation requirements.
- Research and monitor new technologies for the radio system.

Duty 2

General Summary:

Percentage: 20

Assist the engineering team with administrative duties.

Individual tasks related to the duty:

- Review system documentation for accuracy
- Review procedures for accuracy
- Assist with tracking FCC licenses

Duty 3

General Summary:

Percentage: 10

Supports the Engineering Manager with administrative duties as directed.

Individual tasks related to the duty:

- Assists with the preparation of written memorandum and reports, to inform others on radio system engineering issues.
- Maintains records and prepares reports related to work
- Perform related functions as directed.

Duty 4

General Summary:

Percentage: 5

Assists professional staff with special projects as assigned by the manager.

Individual tasks related to the duty:

- Perform 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.

N/A

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

Supervisor's assistance is needed in clarifying requests from other offices and addressing conflicts in work assignments. Supervisor's guidance is needed as necessary on assigned 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.

Sitting at a computer terminal to perform data and word processing assignments is a regular activity of this position. This position is primarily an office job but might involve visiting other local worksites, driving to them as necessary.

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):

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

Management prepared

23. What are the essential functions of this position?

This position serves in a supporting role in the Office of Michigan's Public Safety Communications System (MPSCS), which involves working on special assignments and projects for the Engineering section. This position will assist the engineering team with the creating, updating, and review of drawings and documentation. This position will assist the engineering team with the frequency search and FCC licensing processes. This position will learn about radio communications technologies and engineering software tools. Position will gain familiarity with alarm and control systems, trunked radio systems, RF propagation link and coverage analysis, radio traffic analysis and management techniques, voice and data standards, digital transport technology, network security, LANS/WANs, fiber optics, FCC Parts 90 and 101 rules and regulations, and the FCC licensing process.

This is an entry level student position. As a trainee, the employee carries out a range of student engineering assignments while learning the methods of the work. This position will learn to use engineering skills to develop studies and tests, analyze data and produce reports to assist the engineering staff in quantifying the health of the radio system.

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

Added responsibilities related to projects, drawings, documentation, frequency search and FCC licensing.

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

The function of the work area includes overall engineering responsibility for the radio system and microwave component of the MPSCS. The supervisor is the lead engineer concerning multi-site trunked radio systems including trunked radio technology, equipment hardware and software configurations, antennas, propagation and coverage analysis, FCC regulations and licensing procedures voice and data operational characteristics. This position assists the engineering section.

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:

Interpersonal skills, ability to work independently and with others, proficient use of various computer software systems.

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve use of personal vehicle.

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.

MARCELINA BREWER

4/7/2025

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