

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

Position Code

1. GNOFASTE47N

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 DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Budget and Operations Administration (BOA)
4. Civil Service Position Code Description GENERAL OFFICE ASSISTANT-E	10. Division Human Resources
5. Working Title (What the agency calls the position) General Office Assistant	11. Section Personnel
6. Name and Position Code Description of Direct Supervisor SAYLOR, KATLYN K; HUMAN RESOURCES MGR-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor NORTON, ASHLEY L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

This position provides clerical support to the Human Resources Office. This position performs and assists in the daily administrative support activities to assist staff to complete assignments. This position performs and assists with special projects and assignments.

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: 45**

Provide assistance with filing, copying, answering phones, retrieving files, and maintaining records of required documentation.

Individual tasks related to the duty:

- Ensure required monthly reports are received from various offices.
- Send reminders of due dates for OSA assignments
- Compile documents for various requests such as FOIA MIOSHA and /or litigation
- Complete required filing
- Create Personnel files
- Provide front desk coverage

Duty 2

General Summary: **Percentage: 30**

Assist various Human Resource staff and Human Resource customers with a variety of clerical support tasks.

Individual tasks related to the duty:

- Assist with discipline files.
- Create all files.
- Meet with employees with MDOC to relate personnel information which requires knowledge of union contracts, Civil Service rules, and audit procedures.
- Special projects
- Assist other areas of Human Resource office when requested.
- Attach NEOGOV documents to exam plans
- Prepare NEOGOV interview packets

Duty 3

General Summary: **Percentage: 10**

Maintain databases for various Human Resource Offices.

Individual tasks related to the duty:

- Provide information that requires obtaining information from various resources such as SIGMA and HRMN.
- Request information from various MDOC staff.
- Responsible for faxing, copying and shredding large and small projects.

Duty 4

General Summary: **Percentage: 10**

Day to day contact with personnel offices relaying information regarding Human Resource programs.

Individual tasks related to the duty:

Duty 5

General Summary: **Percentage: 5**

Other duties as assigned

Individual tasks related to the duty:

- Assist with security desk coverage
- Assist in various capacities

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Ensuring information is accurate that is given to employees or people in the Department and determining the appropriate persons to direct unresolved issues to.

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

Issues that do not clearly meet Civil Service Rules or Union Contracts and /or Human Resource 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.

The job duties require walking, bending, reaching, standing. Sitting at a desk or computer for extended periods of time is frequently required.

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):

- | | |
|---|--|
| ☐ 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. |

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?

Provides assistance to the Human Resource staff and customer service to all DOC staff.

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

Duties updated to reflect changes in terminology and the use of NEOGOV along with HRMN

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

The function of the work area is to provide Human Resource support to the entire Department of Corrections. The position fits into the function as it provides clerical support to the Human Resources staff.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

General Office Assistant 5

No specific type or amount of experience is required.

General Office Assistant 6

One year of administrative support experience.

General Office Assistant E7

Two years of administrative support experience, including one year equivalent to the intermediate level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic customer service skills

Basic computer skills

Good phone skills

**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.

None

I certify that the entries on these pages are accurate and complete.

PAUL DEAN

Appointing Authority

4/18/2017

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