

**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.**

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/agency</b> Technology, Management & Budget
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> State Facilities Administration
<b>4. Civil Service Classification of Position</b> Student Assistant	<b>10. Division</b> Building Operations
<b>5. Working Title of Position (What the agency titles the position)</b> Student Assistant	<b>11. Section</b> East Region
<b>6. Name and Classification of Direct Supervisor</b> Marge Bustillo, Departmental Specialist 13	<b>12. Unit</b> Cadillac Place
<b>7. Name of Next Higher Level Supervisor</b> Jerry Keeder, State Administrative Manager 15	<b>13. Work Location (City and Address)/Hours of Work</b> Cadillac Place 3040 West Grand River Ave., Detroit, MI 8:00 am to 5:00 pm (Hours varied w/ student class schedule Maximum 59 hours biweekly)

**14. General Summary of Function/Purpose of Position**

This student will provide technical and administrative support for DTMB/SFA, Building Operations Division zone management. Duties will include taking meeting notes, document creation, data entry, copying, filing, reporting, drafting correspondence and clerical work. Will include interaction with a variety of databases and programs through data entry, maintenance, and retrieval of facilities-related information. This position will provide direct administrative support to zone management. This position will include interaction with Building Operations staff, contractors and numerous tenants and visitors to the building. Perform pick-ups and deliveries. It is expected that the student will become familiar the building and with division systems and procedures.

**For Civil Service Use Only**

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

Duty 1

**General Summary of Duty 1** **% of Time**     **40**

Provide administrative support.

**Individual tasks related to the duty.**

- Perform front desk coverage, interacting with customers, visitors and contractors.
- Maintain filing systems.
- Review, draft, send, or track various forms of correspondence including email, memos, and letters.
- Answer and direct phone calls.
- Assist in report and/or division research.
- Create photocopies and scan documents.
- Pick-up and delivery of mail and materials as necessary.
- Assist in stocking office supplies.

Duty 2

**General Summary of Duty 2** **% of Time**     **30**

Technological/Software support

**Individual tasks related to the duty.**

- Assist zone management with organization and retrieval of information.
- Maintain an accurate, functioning and efficient electronic and hard-copy filing system.
- Create and update MS Excel spreadsheets, graphs and charts.
- Assist in creating, formatting and editing MS Word documents, memos, tables, lists, etc.
- Assist in calendar and email maintenance using MS Outlook.
- Learn and provide support in division specific software.

Duty 3

**General Summary of Duty 3** **% of Time**     **25**

Meeting Support

**Individual tasks related to the duty.**

- Prepare materials for meetings.
- Take, draft, and file meeting minutes/notes.
- Assist in the use of audio and visual meeting equipment.
- Assist in scheduling, inviting, and arranging meetings.

Duty 4

**General Summary of Duty 4** **% of Time**     **5**

Other duties as assigned.

**Individual tasks related to the duty.**

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**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.**

Decisions need to be made in the selection of appropriate actions and departmental policies/procedures.

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

Guidance is required to establish priorities or when agency procedures are unknown.

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.

- Moving files, boxes, supplies, tools or materials weighing up to 25 pounds.
- Placing reams of copy paper on shelves (Keeping paper trays full in copiers).
- This job is sometimes performed in a standard office setting. Use of a computer is required. Sitting at a computer terminal for long periods of time. Moderate lifting, bending, and kneeling for sorting and filing.
- This job is sometimes performed in shop, warehouse, storage or mechanical space. Some exposure to dust, noise, temperature extremes, mechanical or electrical equipment may occur.

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?

Management prepared.

23. What are the essential duties of this position?

To provide administrative, office, meeting, and technological support to zone management.

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

Filling Vacancy

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

The function of the work unit is to provide a safe, comfortable and cost-effective facility to allow our customers to provide their designated services to the people of the State of Michigan, and to provide maintenance and construction services on buildings to preserve the investment of the State of Michigan, DTMB. This position provides technical and administrative support to facilities management for Cadillac Place.

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 a post-secondary educational institution.

**EXPERIENCE:**

No specific type or amount required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to follow oral and written instructions.
- Ability to read, write, count with good written and communication skills.
- Ability to work closely with various levels of staff and customers.
- Personable and neat in appearance.
- Knowledge of typical office software programs
- Knowledge of database management programs or software

**CERTIFICATES, LICENSES, REGISTRATIONS:**

***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.**

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

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date