CS-214
REV 8/2007

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.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** Technology, Management & Budget
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** State Facilities Administration
4. Civil Service Classification of Position Student Assistant	**10. Division** Strategies and Solutions
5. Working Title of Position (What the agency titles the position) Student Assistant	**11. Section** Energy Efficiency and Operations
6. Name and Classification of Direct Supervisor Sarah Goodrich, State Administrative Manager 15	**12. Unit** Sustainability
7. Name of Next Higher Level Supervisor Ric Martin, State Office Administrator 17	**13. Work Location (City and Address)/Hours of Work** 3111 W. Saint Joseph St., Lansing, MI 48917 8:00am to 5:00 pm (Hours varied w/ student class schedule)

14. General Summary of Function/Purpose of Position

This student will provide general office support for DTMB/SFA, Strategies and Solutions Division (SSD), Energy Efficiency and Operations section. Duties will include document creation and modification. Will include interaction with a variety of databases through data entry, maintenance, and retrieval of energy and climate-related information. Other administrative duties will include assisting in research and special projects, drafting correspondence, and creating various documents using Microsoft Office software, delivery and pickup of materials, copying, filing, reporting, and clerical work. It is expected that the student will become familiar with division systems and procedures.

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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.

Duty 1

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

Communications and Marketing

Individual tasks related to the duty.

- Create presentations for the public and sharing with leadership, including the DTMB Director's Office and on public-facing websites
- Draft pamphlets, flyers, and information sheets on sustainability, facility information, and events
- Record videos and presentations for internal and external groups
- Assist in the development and maintenance of websites
- Write briefs, reports, tip, notifications, stories, and articles related to sustainability and climate, historical facility information, recycling, capital outlay, energy audits, etc.
- Assist in the development of content for the State Employee Information Portal
- Assist in the development and distribution of internal communications
- Create and maintain documents related to internal standards, processes and procedures

Duty 2

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

Research, Analysis and Reporting

Individual tasks related to the duty.

- Preform research, analyze information and make recommendations
- Analyze data related to utility usage, financial information, waste stream and recycling, climate impact, etc. and develop reports
- Create and maintain electronic databases used for reporting
- Research and report on opportunities for grants, partnerships, awards, and the implementation of sustainable initiatives, best practices, new technology, etc.
- Present data and research findings to leadership

Duty 3

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

General Office and Administrative Support

Individual tasks related to the duty.

- Assist with duties to support SFA's interview process and procedures
- Assist with drafting, reviewing, and distributing Building and Parking Services and Health and Safety Notifications
- Perform administrative duties regarding special projects for BOD management
- Pick-up and delivery of mail and materials as necessary
- Review, draft, send, or track various forms of correspondence including email, memos, and letters
- Maintain electronic and paper filing systems
- Take meeting notes
- Create photocopies, scan documents, send and receive faxes
- Answer telephone calls and email inquiries
- Organize files

Duty 4

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

Other Duties as Assigned

Individual tasks related to the duty.

- Typical tasks consistent with a student assistant position

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 necessary to successfully accomplish assigned tasks while adhering to policy, documented process or procedure and training.

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

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

- This job is performed in a standard office setting. Use of a computer is required while sitting at a computer terminal for long periods of time.
- 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)
- Moderate lifting, bending, and kneeling for sorting and filing.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis.

NAME	CLASS TITLE	NAME	CLASS TITLE

20. My responsibility 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.**

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?

Yes

23. What are the essential duties of this position?

To provide support to the Energy Efficiency and Operations program area in the Strategies and Solutions Division.

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

n/a

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

The work area is in the Energy Efficiency and Operations section of the Strategies and Solutions Division. The function is to create and administer communications, marketing, various data sets, reports and other materials supporting climate and organizational programs, in an executive-branch division responsible for the operation and maintenance of 40 buildings statewide. This position provides essential support to successfully complete detailed tasks while existing staff maintain regular operations. This position enables the section to finalize and merge application adjacencies for improved overall efficiency while also improving documented standards, processes and procedures.

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.
- Knowledge of typical office software programs.
- Ability to read, write and count with good written and communication skills.
- Knowledge of database management programs.
- Must be able to utilize computer equipment to successfully perform tasks.
- Good organizational skills.
- Excellent customer service skills.
- Accuracy, consistency, and effective work ethic.

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**