

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

Position Code 1. STUDASTER32N

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
4. Civil Service Position Code Description Student Assistant-E	10. Division Human Resources
5. Working Title (What the agency calls the position) Health Care Selections Student	11. Section Health Care Selections
6. Name and Position Code Description of Direct Supervisor NORTON, ASHLEY L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor DEAN, PAUL R; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 206 E. Michigan Ave., Lansing, Michigan / 8:00 A.M. - 5:00 P.M. (Up to 129 hrs./month)

14. General Summary of Function/Purpose of Position

Perform a full range of administrative support functions to support the responsibilities of the Health Care Selections within Human Resources Central Office.

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: 80

Provide administrative support to the Health Care Selections Analyst, providing standard support duties related to the NEOGOV system and selections process for all Health Care positions and classification processes.

Individual tasks related to the duty:

- Assist analyst in attaching documentation within NEOGOV.
- Assist analyst in completing follow up of the pre-employment paperwork.
- Assist analyst in preparing packets for selections interviews.
- Assist analyst in communications and follow up with local HR offices or Health Care Liaisons related to Health Care selections.
- Assist analyst with classification needs for Health Care as directed.

Duty 2

General Summary:

Percentage: 15

Provide general administrative support duties to the Regional HR Manager and Central Office HR office staff as needed.

Individual tasks related to the duty:

- Assist with scanning as needed.
- Assist with answering phones.
- Assist with collecting information or documentation for reporting.
- Assist with covering front desk as needed.

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.

Work is performed in a standard office environment. Sitting at a desk or computer for extended periods of time. Operating computer equipment for several hours on a daily basis.

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.

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?

Yes

23. What are the essential functions of this position?

Perform a full range of administrative support functions to support the responsibilities of the Health Care Selections section of the Central Office Human Resource Office.

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

New establishment

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

This work area is focused on the selections process for Health Care for the entire Department of Corrections. The work area is responsible for maintaining postings, processing via NEOGOV and sending final appointment information to the local HR office for appointment.

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.

Preferred: Concentration in the Human Resource field or Health Care field.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent communication skills 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.

None

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

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