

**State of Michigan
Civil Service Commission**

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

Position Code

1. STUDASTER02N

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 Training
5. Working Title (What the agency calls the position) Student Assistant	11. Section New Employee Training Section
6. Name and Position Code Description of Direct Supervisor WEBB, CHASITY; A/HUMAN RESOURCES MGR	12. Unit
7. Name and Position Code Description of Second Level Supervisor BARR, RICHARD; A/STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 16708 S. AVON ST. KINCHELOE MI 49788 / Up to 129 hours per month / 7:00AM - 4:00PM
14. General Summary of Function/Purpose of Position Perform a full range of administrative support functions to support the responsibilities of the New Employee Training (NET) Section.	
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: 70**

Provide administrative support to NET Section staff and functions. Prepare for and assist with New Employee School Process. Compile NET Survey Statistics for New Employee Schools.

Individual tasks related to the duty:

- Collate and file NET documents.
- Respond to daily calls or refer to appropriate staff.
- Assist NET staff with editing and word processing of documents.
- Maintain an inventory of NET documents and supplies and reorder as necessary.
- Maintain the Officer Recruit Training database.
- Assist the NET Manager with ORT files.
- Assist NET staff with processing recruit information.
- Filing of ORT file documents.
- Process Supply and Rapid Copy Orders.
- Assist with new employee orientation and related paperwork preparation and processing. Ensure files of new hires are to their respective facilities.
- Scan documents and send them out where needed.
- Performs related work as assigned.

Duty 2**General Summary:****Percentage: 15**

Responsible for assisting the NET Manager with delivery of training materials, supplies and equipment to training sites.

Individual tasks related to the duty:

- Obtain necessary supplies, vehicles, training materials, equipment and documents.
- Deliver to and from the training site.

Duty 3**General Summary:****Percentage: 10**

Prepare for and assist with New Employee School Process. Compile NET Orientation Survey Statistics with annotated comments for New Employee Schools.

Individual tasks related to the duty:

- Assist with new employee orientation and related paperwork preparation and processing. Ensure files of new hires are sent to prospective facilities.

Duty 4**General Summary:****Percentage: 5**

Special projects and studies as assigned.

Individual tasks related to the duty:

- Related work as assigned.

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

Decisions on information that should be entered in the database.

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

Correspondence which would have unfavorable financial, legal or political impact on the Department. Issues regarding or departmental policies or 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. Lifting and transporting boxes and paper on a daily or weekly basis. Going up and down stairs to obtain files or distribute materials.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a fulltime, 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?

23. What are the essential functions of this position?

Student must be available to work a minimum of 20 hours per week during the hours of 7:00 a.m.- 4:00 p.m. and be able to travel to the Kinross area to assist with the Officer Recruit Training.

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

Requesting to update position STUDASTER02N in accordance with MCSC Regulation 4.01. The essential duties and tasks of this position have not changed.

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 be responsible for the northern region area training of new Corrections Officers and coordination of all northern region departmental new employee training. This position serves as the student assistant responsible for performing a full range of duties to assist the New Employee Training Section staff in all functions of the unit.

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:

Excellent communication skills written and verbal. Ability to organize and prioritize. Good computer skills. Ability to read and interpret 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.

Chasity Webb

10/22/2025

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.

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