

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

**Position Code**

1. STUDASTEK47R

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-CORRECTN CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Budget and Operations Administration
<b>4. Civil Service Position Code Description</b> Student Assistant-E	<b>10. Division</b> Office of Research and Planning
<b>5. Working Title (What the agency calls the position)</b> Student Assistant E	<b>11. Section</b> Risk/Classification and Program Evaluation Section
<b>6. Name and Position Code Description of Direct Supervisor</b> ; STATE ADMINISTRATIVE MANAGER-1 15	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; STATE BUREAU ADMINISTRATOR 18	<b>13. Work Location (City and Address)/Hours of Work</b> Grandview Plaza Bldg., Lansing, MI / 8AM – 5PM M-F Not to exceed 129 hours/month

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

This position will work in the Risk/Classification and Program Evaluation Section with Coding data needed for the Department's Sex Offender Risk process. The position will interact with various areas and data bases within the Department to gather information.

**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: 90**

Under the direction of Section management and Senior Research staff, obtain, interpret and code data used for completion of Sex Offender Risk Assessment

**Individual tasks related to the duty:**

- Complete in house and outside training on data sources, instrument structure, coding instructions and counting rules.
- Request paper files from Department's Records Office.
- Access Department data bases (OMNI, OMS) to obtain relevant information.
- Contact outside sources (e.g. Law Enforcement, Courts, MDOC Field Offices, Schools) to obtain necessary information.
- Following coding instructions, and based on all available data, code data into Sex Offender Assessment data base.

Participate in Quality Control procedures (e.g. Inter Rater Reliability assessment) to ensure accuracy and completeness of coded data.

**Duty 2**

**General Summary:**

**Percentage: 10**

Other duties as assigned

**Individual tasks related to the duty:**

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

Day to day coding projects

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

Changes to coding rules and interpretation of information. Project priorities. Resource and time allocation.

**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.**

Minimal physical effort. Occasional lifting and moving of boxes of prisoner files. Extensive amounts of time spent doing work on computer.

**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):**

- |   |  |
|---|--|
| <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.      |

**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?**

Position functions as a Student Assistant. Under the direction of Section management and senior research staff locates and obtains physical files, searches Department data bases and contacts outside sources to obtain data needed for completion of Sex Offender Risk assessment. Following coding instructions, interprets information and codes data. Enters data into Sex Offender Risk Assessment data base.

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

No changes.

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

The Risk/Classification and Program Evaluation Section has primary has primary responsibility for oversight, design and conduct of highly complex research studies, development and testing of classification instruments, evaluation of programs and initiatives and analysis and reporting of performance and monitoring data. This position has responsibility for collection and coding of data for Sex Offender Risk Assessment

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

**EDUCATION:**

High school diploma or GED. Currently enrolled in classes at an accredited post high school educational institution.

**EXPERIENCE:**

E Level : No experience required

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

None, beyond education listed above

*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

