

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

Position Code 1. GNOFASTET37R

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 GENERAL OFFICE ASSISTANT-E	10. Division Research and Planning
5. Working Title (What the agency calls the position) Digital Records GOA	11. Section Automated Data System Services (ADSS)
6. Name and Position Code Description of Direct Supervisor HAAPAPURO, REBECHA E; DEPARTMENTAL MANAGER-3	12. Unit Digital Records Unit
7. Name and Position Code Description of Second Level Supervisor BRUNNER, KIMBERLY S; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

Provides support to the Digital Records Unit, and the Student Assistants for the electronic file storage operation within the Budget and Operations Administration Office of Research and Planning. Train and guide Student Assistants with new implementations, work as a liaison between Central Office and facility staff, schedule training and provide training materials, follow-up on any additional post training questions. Attend Team meetings for design and implementation of new file plans and applications to stay current and familiar with program changes.

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: 55

Performs a limited range of office support assignments in accordance with well-defined instructions and guidelines within Digital Records Unit and will also provide limited range of office support assignments in a developing capacity.

Individual tasks related to the duty:

- Train current and newly hired Student Assistant in preparing, cleaning, and batching documents for scanning.
- Work as a liaison between Central Office and facility staff.
- Train newly hired Student Assistants in performing quality assurance reviews of scanned documents.
- Performing ingesting process into digital storage application.
- Assist in ensuring integrity of batches, including but not limited to filing and storing documents securely.
- Monitor and report appropriate disposition of classified documents.
- Accepting and preparing shipments of records.
- Monitor and report error resolution as well as contact staff for any corrections needed and track to completion.

Duty 2

General Summary:

Percentage: 30

Provide assistance and support for general departmental systems used within the Office of Research and Planning. Offer guidance and basic training to new users, create work orders and escalate significant system issues through the appropriate chain of command, and provide administrative support to the Digital Records Unit.

Individual tasks related to the duty:

- Assist in prioritizing documents for scanning.
- Maintain permissions for program users
- Create and update training material including Job Aids, Training Videos and live training templates
- Assist in testing of new programs and modules as well as changes in current programs.
- Attend team meetings for design and implementation of new programs and modules.
- Assist other staff in the Budget and Operations Office of Research and Planning with projects, spreadsheets, filing and other duties as assigned.

Duty 3

General Summary:

Percentage: 15

Other duties as assigned.

Individual tasks related to the duty:

- Maintain SharePoint lists
- Attending meetings.
- Completing annual training requirements.
- Monitor and report issues within solutions, including automation failures and bug identification.
- Assist with the annual distribution of 1099 tax information forms.
- Complete other projects and reports as assigned.

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

Resolve minor technical issues with digital records and refers inquiries to specific areas of control.

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

Any technical and policy issues that require management's prompt attention.

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.

Standing, walking, sitting, and carrying files are the types of physical effort utilized to perform the job.
Environmental conditions are consistent with working inside a traditional office setting.

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. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

MDOC is one of the top and most advanced users of Content Manager for maintaining digital records. What started out as a file system for SIGMA-Financial documents, now includes Physical Plant, Budget, CFA-Transportation, Fixed Assets, and COMS-Prisoner Disbursements. File plans are currently being developed and implemented for Offender Success Education & Vital Records, and Pcard is in design phase. In addition, CFA has requested a file plan for a significant volume of records, and hopefully other areas in the Department will transition to digital records where possible.

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

Updating duties to reflect restructure of work area to the MDOC Office of Research and Planning from the MDOC Accounting Division.

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

This position will provide critical support to the Digital Records Unit to provide support for the Budget and Operations, Office of Research and Planning Administrator. Work as a liaison between Digital Records Unit, that is centrally located and the various staff using Content Manager for records retention.

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

Education typically acquired through completion of high school.

EXPERIENCE:**General Office Assistant 5**

No specific type or amount of experience is required.

General Office Assistant 6

One year of administrative support experience.

General Office Assistant E7

Two years of administrative support experience, including one year equivalent to the intermediate level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to use a personal computer, have some knowledge of spreadsheets and databases, and able to operate scanning equipment. Ability to follow instruction to accurately complete an assignment.

**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.

N/A

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

KATLYN SAYLOR

8/19/2026

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