

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

Position Code 1. STUDASTE

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 CIV RGHT CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Enforcement
4. Civil Service Position Code Description Student Assistant-E	10. Division Reconsideration and Mediation Unit
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor STRINGER, DAVID; WOC STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor TREVINO, MARCELINA; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 3054 W. Grand Blvd., Detroit, MI 48202 / Mon-Fri (Hours may vary; up to 129 hours/month)

14. General Summary of Function/Purpose of Position

This position serves in a student capacity and assists the Enforcement Division's Reconsideration Unit in analyzing various civil rights laws, including but not limited to state and federal acts, reviews investigative dismissal determinations and refusals to issue a certified complaint of discrimination to ensure compliance with the Michigan Administrative Code, drafts appeal memorandums, reviews and provides legal analysis of investigative reports, and other duties as assigned.

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: 30

Assist the Reconsideration Unit in reviewing closed investigative complaints.

Individual tasks related to the duty:

- Review investigative master files.
- Draft proposed dismissal or reopening memorandum for closed investigations.

Duty 2

General Summary:

Percentage: 30

Assist the Reconsideration Unit in reviewing refusals to issue a certified complaint of discrimination.

Individual tasks related to the duty:

- Assist with jurisdictional issues and legal analysis of proposed MDCR complaints.
- Draft proposed appeal determinations on refusals to issue certified discrimination complaints.

Duty 3

General Summary:

Percentage: 30

Legal Research.

Individual tasks related to the duty:

- Researches legal issues raised on appeal.
- Assists Reconsideration Attorneys in reviewing legal concerns.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Assists with preparing and presenting legal presentations.
- 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.

Researching civil rights laws and topics. Applying civil rights laws to Departmental dismissals.

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

Drafting investigative appeal memorandums, issuing appeal determination letters, and legal research tasks.

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.

Standard office environment.

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?

This position is responsible for assisting the Enforcement Bureau, through the Office of Legal Affairs, with duties related to civil rights statutes and case law.

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?

MDCR's Legal Affairs division conducts legal research, advises, and provides legal guidance on civil rights complaints and civil rights laws impacting civil rights in Michigan.

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:

Some knowledge of terminology and subject matter in the area of work to be performed. Some knowledge of office equipment or materials used in the work. Ability to use a computer. Ability to follow oral and written instructions. Ability to learn the work of the agency. Ability to communicate effectively with others. Ability to maintain favorable public relations.

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.

BERNITA KISSANE

7/13/2026

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