

**State of Michigan
Civil Service Commission**

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

Position Code

1. STUDASTE93R

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Field Services (BFS)
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division Safety and Security Administration
5. Working Title (What the agency calls the position) Student Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor BECHLER, CHRISTOPHER T; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor GUTTING, JASON; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 8885 Ricks Road, Lansing, MI 48917 / M-F 7:30am-4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position supports the Safety and Security Administration (SSA) professional staff with performing data entry, project closeout processes, and processing of reports. This position also provides back-up support to SSA administrative support staff; assists with office management and coordination; completes special projects; establishes and maintains offices files, logs, and databases; enters, retrieves, updates, verifies, and deletes information from electronic files; assists with providing customer service as needed; sorts, opens, and distributes incoming mail to SSA staff; and maintains confidentiality of documents and information received.

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: 60

Perform data entry and process reports.

Individual tasks related to the duty:

- Support processing of occupational safety reports.
- Support processing of emergency management and road closure reports.
- Conduct quarterly reporting survey.
- File and conduct review process of reports.
- Track and summarize the results of the quarterly report submittal response and report on progress periodically.
- Update and maintain database records including worker safety and emergency management databases.
- Run project database reports for division.

Duty 2

General Summary:

Percentage: 25

Provide back-up support to SSA administrative support staff.

Individual tasks related to the duty:

- Scan and convert documents to electronic files.
- Assist with reviewing electronic documents for accessibility and make corrections for compliance.
- Assist with web support on internet page.
- Follow procedures to review identification prior to admitting people to the area when needed.
- Interact with people entering the area to provide assistance.

Duty 3

General Summary:

Percentage: 15

Other duties as assigned.

Individual tasks related to the duty:

- Provide administrative support services to SSA staff and assist in reception desk support at the Construction & Technology building including, but not limited to, excellent customer service to all individuals contacting or accessing the building, greeting and directing visitors and maintaining visitors' log, answering phones and monitoring/answering/directing voicemails, assisting with announcement monitors, and sorting mail.
- Research and develop strategies to enable projects to meet deadlines.
- Research and produce information for various purposes.
- Assist in field sessions and field inspections as needed and requested.
- Special projects as determined by the administrator.
- 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.

Performs assignments and uses judgement in making decisions where alternatives are determined by established policies and procedures.

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

Decisions that may conflict with the established policies and procedures of the office and/or department.

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.

- Requires occasional statewide travel.
- Typical duties associated with an office setting. Position requires extensive use of a computer.
- Participate in field sessions and field inspections which includes traversing various types of terrain in actual field conditions.
- Position may require availability outside normal working hours based on operational needs.

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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| 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?

Yes.

23. What are the essential functions of this position?

This position supports the SSA professional staff with performing data entry, project closeout processes, and processing of reports. This position also provides back-up support to SSA administrative support staff; assists with office management and coordination; completes special projects; establishes and maintains offices files, logs, and databases; enters, retrieves, updates, verifies, and deletes information from electronic files; assists with providing customer service as needed; sorts, opens, and distributes incoming mail to SSA staff; and maintains confidentiality of documents and information received.

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

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

The SSA's primary functions include occupational safety, emergency management, homeland security, environmental audits, and hazardous materials safety. This position supports the SSA staff that support these functions.

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.

MDOT requires enrollment in at least 6 credit hours per semester/term excluding summers and continuously enrolled and earning the required credits.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- General office practices, protocols, and procedures.
- Computers including various software packages (e.g., Microsoft Word, Excel, PowerPoint, Outlook, Access, etc.).

Ability to:

- Communicate effectively.
- Interpret instructions and guidelines to make decisions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is preferred.

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.

CHRISTINA TIJERINA

Appointing Authority

2/4/2026

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