

**State of Michigan
Civil Service Commission**

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

Position Code

1. STUDASTEI53R

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 Contruction Field Services (CFS)
5. Working Title (What the agency calls the position) Student Assistant	11. Section Construction Operations and Pavement Operations
6. Name and Position Code Description of Direct Supervisor RENNER, LINDSEY L; STATE DIVISION ADMINISTRATOR	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 RD; LANSING, MI 48917 / 7:30a-4:30p/varies- can work up to 129 hrs/month
14. General Summary of Function/Purpose of Position Provide additional administrative support to the Construction Field Services (CFS) administrative support staff.	

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: 80

Provide assistance to CFS administrative support staff.

Individual tasks related to the duty:

- Assist in the compilation of lists necessary for the successful management of construction contracts such as staff training records and material certificate documentation.
- Complete monthly web checks of Inside MDOT and CFS SharePoint pages to ensure hyperlinks function properly and customers can easily find what they need. Report any errors to site superusers for edits.
- Review work zone invoices and input data into a spreadsheet on a biweekly basis to track the dollar amount spent on Work Zone Enforcement.
- Review consultant invoices and transfer data to an internal departmental tracking spreadsheet.
- Mail and distribute dosimetry (radiation) badges to appropriate employees statewide, as necessary.
- Record, monitor, and restock Personal Protective Equipment (PPE) Pantry in mailroom and work with procurement staff to order additional supplies, as needed.
- Ensure building-wide first aid kits are well-stocked on a regular basis. Work with procurement staff to order additional first aid supplies.
- Manage and maintain the following building announcement boards:
 - Update the digital announcement board in the lobby with daily activities occurring throughout the Construction and Technology (C&T) Building.
 - Update the Towards Zero Deaths board for fatalities and serious injuries daily.
- Maintain digital version of Radiation Safety Plan
- Assist in updating the National Pollution Discharge Elimination System permit file.
- Create, update, edit and review presentations utilizing PowerPoint. Follow the Department's policy for American's with Disabilities Act (ADA) compliance.
- Aid in the coordination of building tours and tours to specialty lab areas.
- Assist in reception desk support and coverage at the C&T building including, but not limited to, excellent customer service to all individuals contacting or accessing the building, greeting and directing visitors and maintaining visitor logs, answering phones and monitoring/answering/directing voicemails, assisting with announcement monitors, and sorting mail.
- Perform other duties as assigned.

Duty 2

General Summary:

Percentage: 20

Pool Vehicle Coordinator.

Individual tasks related to the duty:

- Monitor three CFS pool vehicles and four downtown parking passes in Outlook calendar on a regular basis. Biweekly, ensure all are accounted for and available for use.
- Ensure all travel logs match the reservations in Outlook for dates/hours used. Follow up with staff with questions as necessary.
- Record start/end mileage of pool vehicles into a "Mileage Tracker" spreadsheet biweekly.
- Each pay period, submit hourly use of pool vehicles as equipment in SIGMA.
- Scan and submit travel logs to ProjectWise.
- In coordination with Pavement Operations Administrative Assistant, assist in making arrangements for routine maintenance of all pool vehicles (i.e., oil changes) and/or issues with pool vehicles.

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

Perform 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.

Typical duties associated with an office setting. Extensive computer use. Must be able to transport 25 pounds.

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?

Provide additional administrative support to the Construction Field Services administrative support staff.

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?

This position will assist in providing the necessary administrative support for the office as needed.

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

EDUCATION:

Current enrollment in 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.

Ability to:

- Communicate effectively.
- Develop correspondence, charts, spreadsheets, etc. using various software packages such as: Excel, Word, PowerPoint, etc.
- Interpret instructions and guidelines in order to make decisions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Driver's License is required.

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.

ASHLEY PARSONS

8/20/2024

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