

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

<b>Position Code</b>
1. STUDASTEN24R

## 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> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Highways
<b>4. Civil Service Position Code Description</b> STUDENT ASSISTANT-E	<b>10. Division</b> Metro Region
<b>5. Working Title (What the agency calls the position)</b> Student Assistant	<b>11. Section</b> Oakland TSC
<b>6. Name and Position Code Description of Direct Supervisor</b> PATEL, KAJAL S; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Operations
<b>7. Name and Position Code Description of Second Level Supervisor</b> SWANSON, LORI; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 800 Vanguard, Pontiac 48341 / M-F 7:30 - 4:30 (hours may vary)

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

This position functions as an assistant to Transportation Service Center (TSC) Operation staff. Duties include but are not limited to entering data into various computer programs, driving a vehicle while observing roadside assets, traversing on the side of a road, creating/updating spreadsheets, composing letters, making flow charts, documenting processes, recordkeeping, filing records, copying, scanning, answering phones, scheduling meetings, preparing mailings.

This position requires possession of a valid driver's license to observe roadside assets.

**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: 25**

Provide support for permits.

**Individual tasks related to the duty:**

- Release Bonds through the Michigan Department of Transportation (MDOT) E-Performance Bond and Certificate of Insurance Program.
- Close permits through MDOT Construction Permit System.
- Perform permit pre-processing and input permit data into Geographic Information System (GIS).
- Assist with final inspections for permits to learn and understand the work.
- Assist with reviewing contractor work for compliance and quality to learn and understand the work.

**Duty 2**

**General Summary:**

**Percentage: 25**

Assist Maintenance with timely detection of and response to maintenance needs.

This duty requires possession of a valid driver's license to observe roadside assets.

**Individual tasks related to the duty:**

- Drive in a pickup or a minivan and observe roadside assets, such as signs, guardrails, pavement markings, etc.
- Assist with maintaining records of deficiencies.
- Assist with maintaining records of response time to maintenance needs.
- Assist with tracking freeway operations events.
- Assist with processing the Property Damage Reclamation Process (PDRP) crash reports for guardrail repair.
- Assist with processing PDRP crash reports for sign repairs.
- Assist with the preparation of material for maintenance contracts. It often involves acreage calculations and working with GIS data to help define the scope of work.

**Duty 3**

**General Summary:**

**Percentage: 20**

Provide support for operations.

**Individual tasks related to the duty:**

- Assist with tracking customer inquiries.
- Assist with tracking work zone reviews.
- Assist with Transportation Flow Restriction (TFR) entries.

**Duty 4**

**General Summary:**

**Percentage: 20**

Provide support for traffic and safety.

**Individual tasks related to the duty:**

- Assist with tracking customer inquiries.
- Assist with tracking work zone reviews.
- Assist with tracking locations of new sign installations.

**Duty 5**

**General Summary:**

**Percentage: 10**

Provide Administrative support for the operations unit.

**Individual tasks related to the duty:**

- Make copies, scan documents, and upload documents.
- Perform various filing tasks.
- Assist in the scheduling and preparation of material for project meetings.
- Assist in the preparation of meeting minutes.
- Schedule meetings and conference rooms.
- Prepare letters for mailings.
- Attend training sessions and webinars relevant to MDOT operations and transportation engineering.
- 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.**

Perform assignments and use judgement where alternatives are determined by established policies and procedures.

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

- When there are conflicts between deadlines or established schedules cannot be met.
- When a change to existing policies or procedures impact others.
- When a controversy arises.
- When analysis may require a change to existing policies and procedures.
- When there is a change in methods.

**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.**

Moving around in an office setting including extensive use of a computer and remaining in a stationary position for long periods of time. Driving in a pickup truck or a minivan for long periods of time and traversing on the side of very busy roads. Ability to transport up to 20 pounds. 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):**

- |                            |                                    |                            |                                   |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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 functions as an assistant to TSC Operation staff. Duties include but are not limited to entering data into various computer programs, driving a vehicle while observing roadside assets, traversing on the side of a road, creating/updating spreadsheets, composing letters, making flow charts, documenting processes, recordkeeping, filing records, copying, scanning, answering phones, scheduling meetings, preparing mailings.

This position requires possession of a valid driver's license to observe roadside assets.

**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 Oakland TSC operations unit is responsible for operations and maintenance of all state jurisdiction highways in Oakland County. This position provides clerical support to the operation staffs.

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

**EDUCATION:**

Current enrollment in a vocational/technical school or a 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.

Past clerical, computer and customer service experience preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- General office practices, protocols and procedures.

Ability to:

- Communicate effectively.
- Drive long hours on busy roads.
- Develop correspondence, charts, spreadsheets, etc.

- Use various software packages such as: Microsoft Excel, Microsoft Word, Microsoft Power Point, etc.
- Learn new computer software to be able to assist with record keeping and other computer data entry.
- Interpret instructions and guidelines to make decisions.
- Perform duties in a dependable manner.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Possession of a valid driver's license is required and must maintain throughout employment in the position.

***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.***

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Supervisor

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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.***

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ASHLEY PARSONS

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1/30/2026

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Appointing Authority

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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.***

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Employee

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Date