

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 TECH, MGMT AND BUDGET - IT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Center for Shared Solutions
4. Civil Service Position Code Description Student Assistant-E	10. Division Michigan's Public Safety Communications System
5. Working Title (What the agency calls the position) Student Assistant	11. Section Support Services North
6. Name and Position Code Description of Direct Supervisor ZINSKI, JEFFREY D; ELECTRONICS TECHNICIAN SPV-1	12. Unit Superior Region Service Center
7. Name and Position Code Description of Second Level Supervisor BERTRAM, JOSEPH A; DEPARTMENTAL MANAGER-3	13. Work Location (City and Address)/Hours of Work 1924 Industrial Pkwy, Marquette, MI 49855 / 8:00 a.m. – 5:00 p.m. Monday-Friday (hours vary)

14. General Summary of Function/Purpose of Position

This position serves in a supporting role for Michigan's Public Safety Communications System (MPSCS), within the Support Services section. In a learning capacity, the employee performs a range of radio/communications technician assignments and receives close supervision. The function of this position is to learn to install, repair, program, and perform scheduled maintenance on Integrated in-vehicle equipment to include but not limited to two-way radios, wireless accessories, computers, modems, printers, docking stations, radars, in-car digital cameras, electronic sirens, scanner receivers, vehicle repeaters and other electronic equipment operated by the State of Michigan.

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

Component installation, component exchange and component repair of radio communications and related electronic equipment for State of Michigan MPSCS subscribers in regional area to customer locations.

Individual tasks related to the duty:

- Learn to install, repair, program, and perform scheduled maintenance on integrated in-vehicle equipment to include but not limited to two-way radios, wireless accessories, computers, modems, printers, docking stations, radars, in-car digital cameras, electronic sirens, scanner receivers, vehicle repeaters and other electronic equipment in State of Michigan vehicles and locations.
- Learn to repair and maintain components associated with the equipment as listed above, to include but not be limited to control and power cables, microphones, siren and radio speakers, and mobile antennas.
- Learn to program State of Michigan MPSCS subscriber equipment to include but not limited to radios, computers, and networking devices.

Duty 2

General Summary:

Percentage: 15

Assist radio techs with the maintenance of test equipment, shop inventory and submitting of required reports.

Individual tasks related to the duty:

- Assist other radio technicians with installation, repair of electronic equipment and other projects as assigned.
- Special projects as assigned

Duty 3

General Summary:

Percentage: 5

Supports the Superior Region Service Center Supervisor with administrative duties as directed.

Individual tasks related to the duty:

- Assists with the preparation of written memorandum, documents, and reports.
- Assists with administrative tasks.
- Perform other duties as assigned.
- Keep shop clean to include sweeping of garage/office floors, trash removal and other cleaning tasks.

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

This position will work under the guidance of the supervisor. Initially, no decisions will be made by the incumbent.

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

Supervisor's assistance is needed in clarifying requests from other offices and addressing conflicts in work assignments. Supervisor's guidance is needed as necessary on assigned projects.

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.

Removes radios and cabling from State Agency vehicles which requires use of hand tools and lifting of the parts removed.

Sitting at a computer terminal to perform data and word processing assignments as requested.

Garage environment which requires the use of proper PPE (Safety boots, hearing protection, safety glasses, etc.)

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. |

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 serves in a supporting role in the Department of Technology Management and Budget for Michigan's Public Safety Communications System (MPSCS), which involves installing and maintaining Integrated in-vehicle equipment for State Agency partners.

This is a student position. The employee carries out a range of student assignments while learning the methods of the work. This position will learn to use skills for the installation and maintenance of all State of Michigan communications equipment.

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

New position.

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

This position supports the MPSCS radio installation shop which manages the installations and removal of integrated vehicle communication equipment and necessary cabling for MSP, DNR and other state vehicles.

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:

Ability to remove and install two-way radios, wireless accessories, computers, docking stations, radars, in-car digital cameras, electronic sirens, scanner receivers, vehicle repeaters and other electronic equipment.

Interpersonal skills, ability to work independently and with others, proficient use of various computer software systems.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

SARAH KEILEN

9/15/2022

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