

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

Position Code

1.

## 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> Civil Service Commission
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Human Resource Operations
<b>4. Civil Service Position Code Description</b> Student Assistant	<b>10. Division</b> Office of Human Resources - Department of Labor and Economic Opportunity.
<b>5. Working Title (What the agency calls the position)</b> Student Assistant	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> Keri Lardie, State Office Administrator 17	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> Jonathan Patterson, Chief Deputy Director	<b>13. Work Location (City and Address)/Hours of Work</b> 320 South Walnut Street, Lansing Approx. 20 hours per week, schedule will vary depending on availability

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

This position provides administrative and technical support for the Department of Labor and Economic Opportunity (LEO) Human Resources Office, including maintaining personnel files and providing support for the payroll and classification and selection teams.

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: 35**

Assists with filing of HR related documents, including personnel files.

**Individual tasks related to the duty:**

- Scan and upload HR related documents into Content Manager and other HR databases or files.
- Assist with auditing files in Content Manager.
- Pull and redact documents in response to audits, legal and other authorized requests.

**Duty 2**

**General Summary:**

**Percentage: 35**

Provide support to the payroll and transactions team. Process basic HR related transactions.

**Individual tasks related to the duty:**

- Review and process supplemental employment, AWS/Hybrid, plan A and other requests.
- Perform necessary actions in HRMN/SIGMA.
- Communicate with employees and managers regarding the status of their requests.
- Verify status of enrollment for department student assistants.
- Review and monitor various mailboxes.

**Duty 3**

**General Summary:**

**Percentage: 30**

Performs and/or assists with processing of class and select activities and other human resources related technical and administrative support tasks.

**Individual tasks related to the duty:**

- Assist with new employee processes.
- Assist with review of reports and any required actions.
- Establish new employee performance plans and review and approve probationary ratings.
- Special projects and duties as assigned.

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

Routine decisions related to job responsibilities.

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

Any action that has impact on an employee's pay or employment. Issues outside of normal job functions.

8. 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 office setting. Ability to type on a computer keyboard, read computer screens, read documents and communicate by telephone on a regular basis.

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?

Providing support to payroll, class/select and other areas of LEO OHR.

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

No significant changes.

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

The LEO Office of Human Resources is responsible for personnel operations for union and non-union employees within LEO. Responsibilities include: processing payroll and personnel transactions; benefits administration; in-service training; performance evaluations; recruitment, hiring, and orientation of new employees; processing employee grievances; providing guidance to staff at all levels on Civil Service rules, state and federal employment law, departmental policies, and labor contract provisions for all bargaining units; monitoring corrective action for discipline and performance problems; defending employment decisions in grievance appeals, arbitrations, lawsuits, unemployment hearings, civil rights complaints, worker's compensation appeals, and sexual harassment complaints. This position performs administrative and technical support to work areas within LEO OHR as needed.

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:**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to assume responsibility and work independently. Knowledge of basic office procedures and experience with Microsoft programs.

**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.

*I certify that the entries on these pages are accurate and complete.*

\_\_\_\_\_  
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