

Position Code

1.

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

This position description serves as the official classification document of record for this position. Please complete this form 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
	Civil Service Commission
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	Human Resources Operations
4.Civil Service Position Code Description	10.Division
Student Assistant	Office of Human Resources Department of Corrections
5.Working Title (What the agency calls the position)	11.Section
Student Assistant	
6.Name and Position Code Description of Direct Supervisor	12.Unit
Tina Conran, HR Manager 14	
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Tammy Brown, State Administrative Mngr 1	Ionia Human Resources Office 1576 W Bluewater Hwy Ionia, MI
14. General Summary of Function/Purpose of Position	
This position provides para-professional and administrative support assistance to employees in the Ionia Human Resources Office. This position performs various assignments and completes special projects related to Human Resources Management.	

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 of Duty 1

% of Time 25_____

Coordinate selection processes by scheduling interviews, reviewing applications for accuracy in NEOGOV, preparing materials for interview process, conducting background and reference checks of applicants. Assist with scanning documentation onto Exam Plans and archiving plans. Assist with NEOGOV postings.

Individual tasks related to the duty.

- Assist with posting position in NEOGOV.
- Assist with screening applicants.
- Prepare interview packets.
- Communicate information to applicants which requires knowledge of Union contracts, civil service rules and audit procedures.

Duty 2

General Summary of Duty 2

% of Time 35_____

Assist with payroll processing and input, update, and/or retrieve information from Human Resources Management Network (HRMN) system.

Individual tasks related to the duty.

- Assist the completion of payroll in automated the Statewide Integrated Governmental Management Applications (SIGMA) on a bi-weekly basis.
- Audit payroll for release by Human Resources Technician or Human Resources Officer. Serve as back up for the Human Resources Assistants.
- Ensure all supporting documentation, i.e., leave slips, overtime slips, are submitted.
- Assist in updating employee schedules in automated Ultra Time system and in SIGMA work schedules.
- Assist in processing new hires, recalls, promotions, transfers, probationary ratings, separations, layoffs, and leaves of absence.
- Assist in processing Pay Adjustments, Net Pay Adjustments, Reclassifications, and Working out of Class.
- Assist in ensuring all necessary documentation supporting all actions is obtained prior to entry into HRMN system.

Duty 3

General Summary of Duty 3

% of Time 25_____

Assist with office management and coordination; and complete special projects.

Individual tasks related to the duty.

- Establish and maintain offices files, logs, and databases.
- Enter, retrieve, update, verify and delete information from electronic files.
- Assist with providing customer service as needed.
- Sort, open and distribute incoming mail to HR staff.
- Maintain confidentiality of documents and information received.
- Complete special projects as assigned.

Duty 4

General Summary of Duty 4

% of Time 15_____

Other duties as assigned.

Individual tasks related to the duty.

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

Ensuring information is accurate that is given to HR staffs and employees.

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

Issues that do not clearly meet Civil Service Rules or Union contracts or Policy.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The job duties require walking, bending, reaching, standing. Sitting at a desk or computer for extended periods of time is frequently required.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

☐ Complete and sign service ratings.

☐ Provide formal written counseling.

☐ Approve leave requests.

☐ Approve time and attendance.

☐ Orally reprimand.

☐ Assign work.

☐ Approve work.

☐ Review work.

☐ Provide guidance on work methods.

☐ 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?

The position provides assistance to the HR Office staffs in the Ionia HR Office.

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

Duties related to COVID tracking. Use of Curative and Bio Reference for COVID Reporting.

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

The work area is primarily and essentially responsible for providing Human Resources management and services to the administration and staff of the correctional facilities in Ionia. This includes employee relations, classification and selection, recruitment, payroll and benefits, and disability management.

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:

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

CERTIFICATES, LICENSES, REGISTRATIONS:

The student must provide evidence of enrollment or acceptance to an educational institution.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.