

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.) VACANT	8. Department/Agency LEO
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) BSBP
4. Civil Service Classification of Position Student Assistant	10. Division Field Services Division
5. Working Title of Position (What the agency titles the position) Student Assistant	11. Section Central Region Lansing/Flint
6. Name and Classification of Direct Supervisor David Klenk, State Administrative Manager 15	12. Unit
7. Name and Classification of Next Higher Level Supervisor Lisa Kisiel, Field Services Division Director	13. Work Location (City and Address)/Hours of Work: BSBP Flint Office GST MI Works Building. 711 North Saginaw, 1 st Floor Flint, MI 48503 Hours: Vary
14. General Summary of Function/Purpose of Position <p>The Student Assistant will provide support to the Field Services Division, Central Region of the Bureau of Services for Blind Persons Flint and Lansing offices. The Student Assistant will perform general office duties including preparing documents, dissemination of materials to customers, scanning/uploading documents, filing, data entry and other duties as assigned. The Student Assistant will communicate with customers, BSBP staff and community partners via email, phone, and virtual meetings.</p>	
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15. Please describe your <u>assigned</u> duties, percent of time spent performing each duty, and explain what is done to complete each duty.	

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **70% of Time**

Office support to Central Region.

Individual tasks related to the duty.

- Scanning/Uploading, copying, faxing, and shredding documents
- Follow-up with customers for documentation
- Data entry as directed in electronic case management information system (ECMS)
- Case file organization
- Compile regional mailings
- Collate reports, and invoices
- Organize equipment for rehabilitation professionals to dispense to their customers
- Order vendor catalogs, brochures and other materials as directed
- Provide direct support to staff and management team as needed

Duty 2

General Summary of Duty 2 **20% of Time**

Support BSBP's programs, services, and customers.

Individual tasks related to the duty.

- Assist with registering customers and community partners for identified programs
- Assist with obtaining the required documentation for program participation
- Provide support onsite at scheduled programs/events
- Assist with arranging, scheduling, and coordinating vendor and partner services as directed by rehabilitation professionals and management team.

Duty 3

General Summary of Duty 3 **10% of Time**

Other duties as assigned.

Individual tasks related to the duty. May include:

Tasks that are at the discretion of the manager, and within the Student Assistant job specifications.

Duty 4**General Summary of Duty 4****% of Time**

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

The individual in this position will complete the duties outlined in this position description and will provide support as needed for other duties as assigned. This individual will be expected to work independently requesting assistance when they do not understand directives provided to them.

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

Any decision involving interpretation of policy and where fiscal resources are needed. This individual will also need to receive regular supervision to ensure that duties as assigned are completed as requested.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Bending, sitting, crouching, lifting up to 30 lbs., and travel if needed.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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>

<p>20. My responsibility for the above-listed employees includes the following (check as many as apply):</p> <table> <tr> <td><input type="checkbox"/> Complete and sign service ratings.</td> <td><input type="checkbox"/> Assign work.</td> </tr> <tr> <td><input type="checkbox"/> Provide formal written counseling.</td> <td><input type="checkbox"/> Approve work.</td> </tr> <tr> <td><input type="checkbox"/> Approve leave requests.</td> <td><input type="checkbox"/> Review work.</td> </tr> <tr> <td><input type="checkbox"/> Approve time and attendance.</td> <td><input type="checkbox"/> Provide guidance on work methods.</td> </tr> <tr> <td><input type="checkbox"/> Orally reprimand.</td> <td><input type="checkbox"/> Train employees in the work.</td> </tr> </table>				<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.
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<p>21. <i>I certify that the above answers are my own and are accurate and complete.</i></p> <hr/> <div style="display: flex; justify-content: space-around;"> <div>Signature</div> <div>Date</div> </div> <hr/>													

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

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?
Yes

23.What are the essential duties of this position?
<p>Clerical support work in multiple offices.</p>

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

Establishment.

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

Aid FSD Administrative Support Staff in BSBP's Central Region. Function is to ensure proper processing of information and customer service necessary to support Vocational Rehabilitation Counselors and Blind Rehabilitation Teachers in the completion of performing professional duties. FSD Administrative Support Staff provide support to staff including bill paying, documentation in electronic case files, ordering supplies and taking new referrals for services. This position will act as a support to complete daily office duties assigned to the FSD Administrative Support Staff in the Region.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Must be a student attending college or university a minimum of 6 credit hours per term.

EXPERIENCE:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic familiarity with computers and the ability to transfer data from paper to the computer. Basic understanding of general office equipment including a scanner, copier, fax machine. Working knowledge of Microsoft Office. Good telephone etiquette and communication skills and able to file.

CERTIFICATES, LICENSES, REGISTRATIONS:

NA

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

27. *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

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

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

Appointing Authority's Signature

Date