

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 LICENSING AND REGULATORY AFF |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) Bureau of Survey and Certification |
| 4. Civil Service Position Code Description Student Assistant-E | 10. Division Acute & Continuing Care and Support Division |
| 5. Working Title (What the agency calls the position) Student Assistant | 11. Section Complaint Intake Unit (CIU) |
| 6. Name and Position Code Description of Direct Supervisor MAXWELL, CEDRIC D; STATE ADMINISTRATIVE MANAGER-1 | 12. Unit 2646 |
| 7. Name and Position Code Description of Second Level Supervisor ROEPKE, MICHELLE M; STATE DIVISION ADMINISTRATOR | 13. Work Location (City and Address)/Hours of Work 611 W. Ottawa St., Lansing, MI or home office as assigned / 8:00AM-5:00PM, Monday-Friday or hours as assigned |

14. General Summary of Function/Purpose of Position

The Bureau of Survey and Certification is responsible for the regulatory oversight of all federally certified health and nursing home facilities on behalf of the Centers for Medicare and Medicaid Services (CMS). This position will provide the bureau with assistance and support with database entry into the CMS Automated Survey Processing Environment (ASPEN) suite, the Internet Quality Improvement and Evaluation Systems (iQIES), and Michigan Facility Reported Incidents (MI-FRI). This position will assist with data entry of complaints received by customers, staff and other departments.

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: 75

Assist with database entry of complaints and facility reported incidents.

Individual tasks related to the duty:

- Assist the Complaint Intake Unit with processing nursing home facility reported incidents.
- Assist the Complaint Intake Unit with database entry of complaints into the ASPEN and iQIES database systems.

Duty 2

General Summary:

Percentage: 25

Other duties as assigned on an as needed basis.

Individual tasks related to the duty:

- Other tasks as assigned by the section manager, division director, or bureau director.

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

Independent decisions are made in prioritizing daily work to meet deadlines set by the division or the bureau. Independently respond to requests and complete assigned tasks.

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

Tasks and priorities are set by the section manager. Supervision review is required when assignment is not clearly defined or documents are ambiguous, and the impact has broad impact on the bureau's operations.

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.

Physical effort is standard for an office setting, and may include stooping, bending, and considerable time is spent on the computer.

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"/> 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. |

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?

Assist with database entry of complaints and facility reported incidents.

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

Establish

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

The Bureau of Survey and Certification is responsible for the regulatory oversight of all federally certified health and nursing home facilities on behalf of the Centers for Medicare and Medicaid Services (CMS). This position will provide the bureau with assistance and support with database entry into the federal databases of complaints received by customers, staff and other departments and facility reported incidents received by the nursing home providers.

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 follow oral and written instructions.
- Good organizational skills.
- Ability to use a personal computer with knowledge of computer technology.
- Good verbal and written communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

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.

NA

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

PAIGE EMMONS

Appointing Authority

4/13/2026

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