

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 LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Unemployment Insurance
4. Civil Service Position Code Description Student Assistant-E	10. Division Investigations
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor GILLESPIE, THOMAS; STATE ADMINISTRATIVE MANAGER-1	12. Unit Fraud Investigations/Benefit Payment Control Unit
7. Name and Position Code Description of Second Level Supervisor KOLAR, TIMOTHY; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Cadillac Place, Detroit, MI / 8:00am – 5:00pm Monday- Friday (max. of 129 hours/month) All hours worked in office At least 1 working day per week must be Tue, Wed, or Fri
14. General Summary of Function/Purpose of Position This position is in the Fraud Investigations/Benefit Payment Control Units. The Fraud Investigations Unit's (FIU) main objective is to investigate UI benefit fraud. The BPC Unit performs a federally required quality assurance function, and is tasked with the control of improper payments. This position will provide assistance to this area. Duties will include opening electronic and physical mail, scanning and attaching documentary evidence; including subpoenas to fraud investigation or non-monetary cases, properly annotating accounts, and communicating with the assigned investigators or examiners. Searching state and local court websites to obtain the final disposition of cases, retrieving voicemail messages from the Fraud Hotline, retrieving and routing fraud emails, and performing tasks in support of the Fraud Investigations/Benefit Payment Control Units.	

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: 50**

Scanning and attaching documentary evidence to fraud investigations cases in support of the Fraud Investigations.

Individual tasks related to the duty:

- Opening and date stamping mail.
- Performing searches in the MiDAS/MIUI System.
- Scanning and attaching documents; including subpoenas to fraud investigation cases.
- Annotating accounts in the MiDAS/MIUI System.
- Communicating with the assigned investigators.

Duty 2

General Summary: **Percentage: 20**

Compiling and mailing documentary evidence packets in support of the Benefit Payment Control staff in preparation for ALJ hearings.

Individual tasks related to the duty:

- Using MiDAS/MiWAM to pull relevant documentation to create evidence packets.
- Mailing evidence packages to MOAHR and claimant.
- Assisting Examiners with other preparations for hearings.

Duty 3

General Summary: **Percentage: 20**

Assist with reviewing and taking action on voicemail messages and fraud emails.

Individual tasks related to the duty:

- Logging into the Fraud Hotline to retrieve voicemail messages from customers.
- Completing the Fraud Hotline Report Sheet.
- Retrieving and processing emails from fraud unit email.

Duty 4

General Summary: **Percentage: 10**

Participate in other duties and projects as assigned.

Individual tasks related to the duty:

- Assist with e-mail review and assignment to proper area.

- Photocopying and mailing as needed.
- Filing documents (electronically and manually).

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

Work is performed under well-defined guidelines and assignments are reviewed while in progress. The employee is required to use judgment in the performance of the work.

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

As a student, the employee works under the immediate supervision of other Unemployment Insurance Staff.

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.

The job duties require an employee to walk, bend, reach, lift, and sometimes stand for extended periods of time.

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?

This position will work in the Unemployment Insurance located in Detroit, Cadillac Place office assisting the Fraud Investigations/Benefit Payment Control Units' Managers, Analysts and other staff with a variety of administrative duties. Much of the work is repetitious and some assignments require using various computer software. The job duties require an employee to walk, bend, reach, lift, and sometimes stand for extended periods of time.

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

New position(s)

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

The Unemployment Insurance of Michigan provides assistance to citizens that are unemployed, and employers that are insured for unemployment costs. The student assistant supports these activities and services.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Student Assistants must be continually enrolled in and attending a high school, vocational school, or post-secondary educational institution. Summer attendance is not required.

Student Assistants should be employed in a work area that is relevant to the student's academic and career goals.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of office equipment; Ability to use a computer; Ability to follow oral and written instructions; Ability to learn the work of the agency; Ability to communicate effectively with others and maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Students must provide proof to the appointing authority of enrollment and updated information whenever changes to their status occurs, such as: (a) change in degree program, (b) change in class status (e.g., freshman to sophomore), (c) school transfer, (d) granting of a degree, or (e) leaving school.

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