

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 MILEAP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Early Education (OEE)
4. Civil Service Position Code Description Student Assistant-E	10. Division Early Learning and Family Supports (ELFS)
5. Working Title (What the agency calls the position) Student Fiscal Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor KALKMAN, DAWN R; EDUCATION CONSLTNT MGR-5	12. Unit PreK Unit
7. Name and Position Code Description of Second Level Supervisor LAFAYETTE-LAUSE, SOPHIA; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 105 W. Allegan St. Lansing, MI 48933 / Hybrid Monday-Friday 8:00am-5:00pm

14. General Summary of Function/Purpose of Position

This position provides supportive assistance to the PreK team by reviewing and analyzing data and financial information to ensure accuracy, compliance, and completeness. This role assists with tracking grant payments and recaptures, reconciling fiscal reports, and documenting findings through clear records and reports. The student contributes to process improvement by assisting with evaluating procedures and recommending strategies to enhance efficiency. Responsibilities also include drafting financial correspondence, preparing presentation and report materials, monitoring legislation impacting the PreK team. The position participates in trainings and webinars as needed and provides additional fiscal support to the PreK Manager and team as assigned.

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: 90

Assists with Financial Supports.

Individual tasks related to the duty:

- Assists with reviewing and analyzing data for accuracy and ensure requirements are met.
- Assists with reviewing and reconciling reports and other financial information.
- Assists with evaluating and making recommendations to improve accuracy and efficiency in reports, processes and procedures.
- Assist with documenting and recording collected data, observations, and generate appropriate reports.
- Assist with tracking payments and recaptures of various grant funds.
- Create materials such as PowerPoint presentations or Excel files for reports as requested.
- Participate in webinars and training, as needed.
- Monitor legislation for changes that impact the Office of Early Education.
- Connect with PreK Unit regarding fiscal documentation.
- Assist with drafting financial correspondence to internal and external stakeholders.
- Supporting the PreK Unit as determined by PreK Manager.

Duty 2

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Attend staff meetings.
- Participate in webinars and training.
- Other duties as assigned.

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

- Prioritization of work assignments.
- Determination of what additional data needs to be collected as scope of work.

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

- Analysis of data and impacts to PreK team.
- Conflicts in data.
- Approval of reports, presentations, and internal/external communication with stakeholders.
- Resolution of complex fiscal issues.
- Resolution of inquires made to fiscal team.
- Training.
- Policy recommendations or adaptations.

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 PreK Unit is a fast-paced work environment. The student will be expected to use standard office equipment and a PC. Given the position is remote, the student will need Wi-Fi connection and the ability to meet virtually with team while maintaining confidentiality.

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. |

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

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?

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

New position.

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

The PreK Unit is comprised of a team of individuals to support the implementation of GSRP at the state-level. This team includes the Manager, Lead Education Consultants, Education Consultants, Data Analyst, Fiscal Analyst, and Secretary.

This position will support the fiscal analyst in their duties as noted below:

- The Fiscal Analyst is responsible for reviewing submitted fiscal reports by the ISD including Final Expenditure Reports (FERs), Curriculum Budgets, Carryover Budgets, and Allocation requests. The Fiscal Analyst provides guidance to ISDs and is responsible for uploading GSRP payments in the State Aid Management System (SAMs). The fiscal analyst also supports the Fiscal Auditor during monitoring, including but not limited to risk analysis.

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 effectively communicate orally and in writing.
- Attention to detail and accuracy in work product.
- Ability to actively listen and focus on customer needs.
- Ability to make objective and complete observations.
- Ability to work well with teams and in partnership with others.
- Ability to independently follow up on multiple assignments concurrently.
- Ability to manage time effectively.

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.

N/A

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

MICHAELA CAREY

6/24/2026

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