

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.**

<p>2. Employee's Name (Last, First, M.I.)</p>	<p>8. Department/Agency DTMB Central Procurement</p>
<p>3. Employee Identification Number</p>	<p>9. Bureau (Institution, Board, or Commission) Customer Experience</p>
<p>4. Civil Service Classification of Position Student Assistant A</p>	<p>10. Division Relationship Management</p>
<p>5. Working Title of Position (What the agency titles the position) Student Assistant</p>	<p>11. Section Technology & Reporting</p>
<p>6. Name and Classification of Direct Supervisor Mohamed Gibril, State Administrative Manager 15</p>	<p>12. Unit</p>
<p>7. Name and Classification of Next Higher Level Supervisor Stephen Davis, State Bureau Administrator 18</p>	<p>13. Work Location (City and Address)/Hours of Work 2nd Floor, Mason Building, 530 W. Allegan 8:00 0 5:00 M-F</p>

14. General Summary of Function/Purpose of Position
This position will assist the Technology & Reporting Section by performing various administrative duties, tasks, and projects.

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15. Please describe your assigned 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 **% of Time** **90%**

Assisting Technology & Reporting Section by performing various duties, tasks, and projects.

Individual tasks related to the duty.

- Conduct spend analysis for the Central Procurement Office and various state agencies
- Use MS Excel to summarize data using:
 - Pivot tables
 - 'If' statements
 - Vlookups
- Research new and innovative methods of data analysis or possible section implementation
- Refresh and update various office dashboards
- Provide support and assistance with developing Graphical User Interfaces (GUIs) for the Central Procurement Office Database
- Draft slide shows, spreadsheets, report mock ups, etc.
- Perform various research projects in support of the section

Duty 2

General Summary of Duty 2 **% of Time** **10%**

Other Duties as Required

Individual tasks related to the duty.

Other Duties as assigned by section staff.

- 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.**

Limited decision-making responsibility since this is a student assistant position

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

Guidance in the development of all materials, and approval of all documents and reports drafted.

- 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.**

Occasionally walks to other buildings to deliver equipment and documents; may carry boxes of promotional materials, handouts, etc.

- 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>
None			

<p>20. My responsibility for the above-listed employees includes the following (check as many as apply):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Complete and sign service ratings.</td> <td style="width: 50%;"><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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<input type="checkbox"/> Orally reprimand.	<input type="checkbox"/> Train employees in the work.												
<p>21. <i>I certify that the above answers are my own and are accurate and complete.</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature Date</p>													

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

TO BE COMPLETED BY DIRECT SUPERVISOR

<p>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?</p> <p>Yes.</p>	
<p>23. What are the essential duties of this position?</p> <p>Assisting the Technology & Reporting Section by performing various duties, tasks, and projects</p>	

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

N/A

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

The Central Procurement Office is responsible for procuring commodities and services for the Executive Branch of State Government. The Technology & Reporting Section provides data analysis, spend reports, dashboards, and other various reporting functions within Central Procurement.

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

EDUCATION:

Completion of high school and current enrollment in higher education program.

EXPERIENCE:

None required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to use Microsoft Office especially Access and Excel
- Knowledge of database structures and statistics preferred
- Excellent written and oral communication skills
- Detail oriented

CERTIFICATES, LICENSES, REGISTRATIONS:

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