

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

Position Code 1. STUDASTER39N

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 TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) STATE BUDGET OFFICE / SIGMA Operations & Support
4. Civil Service Position Code Description Student Assistant-E	10. Division Centers of Excellence (COE)
5. Working Title (What the agency calls the position) Student Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor OUDSEMA, MELANIE A; SENIOR POLICY EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor SCHWARTZ, RUTH; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Hybrid: Remote and Victor Building 201 N. Washington Sq. Lansing, MI / 8:00 a.m. - 5:00 p.m. M - F (Hours may vary)

14. General Summary of Function/Purpose of Position

The student assistant will assist the SIGMA Operations & Support's Centers of Excellence (COE) Office. The student assistant will assist with research, perform analysis and reconciliation activities, assist with development of information and materials to internal and external audiences, and assist with development and implementation of processes to support division activities. The student assistant's activities may also include a variety of general office/administrative support activities.

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: 80

Assist COE with supportive activities required to maintain and operate the Statewide Integrated Governmental Management Applications (SIGMA).

Individual tasks related to the duty:

- Learn SIGMA software
- Attend meetings and take notes on topics of discussion keeping manager apprised of issues
- Assist with documenting decisions, issues, and procedures
- Reconcile and perform analysis on data
- Review documents and provide feedback
- Conduct research and analysis of various topics as required
- Monitor Vendor Self Service synch cycles
- Process OFMR1 requests from agencies
- Run reports and log tickets in State Remedy and the submit corresponding requests in the vendor's Solution Support Center
- Assist with application testing activities
- Monitor appropriate team mailboxes

Duty 2

General Summary:

Percentage: 15

Perform other related duties as assigned by SIGMA staff members.

Individual tasks related to the duty:

- Develop and maintain filing systems
- Conduct research
- Compile staff reports, generate tables and spreadsheets using Microsoft Office Suite
- Distribute information
- Copying
- Provide support as needed

Duty 3

General Summary:

Percentage: 5

Other related duties as assigned.

Individual tasks related to the duty:

- Hand-deliver items upon request to other agencies and staff
- 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.

None.

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

This position will function as an assistant, so unless otherwise noted, the supervisor/professionals in the work area will make decisions relating to work output.

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.

This position is assigned to an office environment in a single location, but meetings may occur in different locations. May

require walking to these offices.

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 SIGMA Operations and Support. The student assistant will assist with research and analysis activities, assist with development and distribution of information to internal and external audiences as needed to maintain and operate SIGMA. The position will also assist with other administrative tasks to support a typical office environment.

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?

SIGMA Operations & Support is charged with the maintenance, operation, enhancement, and future direction of a budget, financial, procurement, cost accounting, time, leave and labor distribution application for the State of Michigan. This position will be in a supportive role assisting team members in performing the necessary tasks to accomplish the organizations goals and objectives.

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 conduct research and analysis as well as communicate with others orally and in writing.
- Ability to use a computer with knowledge of MS Office software.
- Ability to maintain favorable relations with team members.
- Some knowledge of general business software.
- Ability to work independently.
- Ability to communicate effectively.
- Ability to follow, apply, interpret, and explain instructions and/or guidelines.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

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.

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