

**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 CIVIL SERVICE COMMISSION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Human Resources
4. Civil Service Position Code Description Student Assistant-E	10. Division Department of Corrections
5. Working Title (What the agency calls the position) Student Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor FOUTY, LORI L; HUMAN RESOURCES SPECIALIST-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor BROWN, TAMMY L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Thumb Correctional Facility, Lapeer, Michigan / Hours may vary; up to 129 hours per month

14. General Summary of Function/Purpose of Position

This position provides para-professional and administrative support assistance to the Human Resource office at the Thumb Correctional Facility. This position performs various assignments and completes special projects related to Human Resources Management.

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: 35

Assist with payroll processing and input, update, and/or retrieve information from Human Resources Management Network (HRMN) system.

Individual tasks related to the duty:

- Assist the completion of payroll in automated the Statewide Integrated Governmental Management Applications (SIGMA) on a bi-weekly basis.
- Audit payroll for release by Human Resources Technician or Human Resources Officer. Serve as back up for the Human Resources Assistants.
- Ensure all supporting documentation, i.e., leave slips, overtime slips, are submitted.
- Assist in updating employee schedules in automated Ultra Time system and in SIGMA work schedules.
- Assist in processing new hires, recalls, promotions, transfers, probationary ratings, separations, layoffs, and leaves of absence.
- Assist in processing Pay Adjustments, Net Pay Adjustments, Reclassifications, and Working out of Class.
- Assist in ensuring all necessary documentation supporting all actions is obtained prior to entry into HRMN system.

Duty 2

General Summary:

Percentage: 25

Coordinate selection processes by scheduling interviews, reviewing applications for accuracy in NEOGOV, preparing materials for interview process, conducting background and reference checks of applicants. Assist with scanning documentation onto Exam Plans and archiving plans. Assist with NEOGOV postings.

Individual tasks related to the duty:

- Assist with posting position in NEOGOV.
- Assist with screening applicants.
- Prepare interview packets.
- Communicate information to applicants which requires knowledge of Union contracts, civil service rules and audit procedures.

Duty 3

General Summary:

Percentage: 25

Assist with office management and coordination; and complete special projects.

Individual tasks related to the duty:

- Establish and maintain offices files, logs and databases.
- Enter, retrieve, update, verify and delete information from electronic files.
- Assist with providing customer service as needed.
- Sort, open and distribute incoming mail to HR staff.
- Maintain confidentiality of documents and information received.
- Complete special projects as assigned.

Duty 4

General Summary:

Percentage: 15

Other duties as assigned.

Individual tasks related to the duty:

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

Ensuring information is accurate that is given to HR staffs and employees.

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

Issues that do not clearly meet Civil Service Rules or Union contracts or Policy.

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 walking, bending, reaching, standing. Sitting at a desk or computer for extended periods of time is frequently required.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 provides assistance to the HR Office staff.

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

New establishment.

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

The work area is responsible for providing Human Resources management and services to the administration and staff of the correctional facility. This includes employee relations, classification and selection , recruitment, payroll and benefits, and disability management.

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:

Some knowledge of terminology and subject matter in the area of work to be performed. Some knowledge of office equipment or materials used in the work. 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. Ability to maintain favorable public relations.

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.

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