

1. Position Code
STUDASTEJ20R

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.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Licensing & Regulatory Affairs
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Professional Licensing
4. Civil Service Classification of Position Student Assistant	10. Division Investigations & Inspections Division
5. Working Title of Position (What the agency titles the position) Student Assistant	11. Section Complaint Intake Section
6. Name and Classification of Direct Supervisor Stephanie Rosenthal, State Administrative Manager 15	12. Unit
7. Name and Classification of Next Higher Level Supervisor Jon Campbell, State Division Administrator 17	13. Work Location (City and Address)/Hours of Work 611 W. Ottawa, Lansing, Michigan 48933 -- Established hours according to School Hours

14. General Summary of Function/Purpose of Position

This position is responsible for providing the Complaint Intake Section with various duties to support the processing of allegation files. Student would work with incoming allegations, gathering additional information for allegations, and assist in the criminal/sister state areas.

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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 70

Assist with the incoming allegation process, gathering additional information for allegations, and assist in the criminal/sister state areas.

Individual tasks related to the duty.

- This position is responsible for copying, file organization, back-up phone support, and back-up mail support.
- This position is responsible for assisting with medical records organization, follow-up calls, and assisting with the subpoena process.
- This position is responsible for assisting in obtaining criminal and sister state documents.
- This position will provide support to the incoming allegation process with setting up files, running appropriate screens, and follow up calls.

Duty 2

General Summary of Duty 2

% of Time 30

Special Projects

Individual tasks related to the duty.

- This position is responsible for special projects as assigned by the supervisor or division director.

Duty 3

General Summary of Duty 3

% of Time _____

Individual tasks related to the duty.

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Duty 4

General Summary of Duty 4

% of Time _____

Individual tasks related to the duty.

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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.

General office procedures.

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

Sensitive issues must be identified and brought to the attention of management. Guidance would be provided when implementing new complex procedures.

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.

Minimal physical effort is required to perform the job. Considerable time is spent working on computer, resulting in eyestrain and possible ergonomic issues. Environmental conditions are consistent with that of a normal office environment.

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>

20. My responsibility 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.

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

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

TO BE COMPLETED BY DIRECT SUPERVISOR

- 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?**

New position

- 23. What are the essential duties of this position?**

This position serves as a Student Assistant in the Complaint Intake Section, Investigations & Inspections Division. Primary functions include assisting allegation staff with copying, filing, file organization, backup phone support, and mail distribution.

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

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

This position is within the Complaint Intake Section of the Investigation and Inspection Division, Bureau of Professional Licensing. The Complaint Intake Section is responsible for processing allegations and complaints against 774,000 health and occupational professionals.

26. In your opinion, 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:

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively both orally and in writing.

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