

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

Position Code 1. GNOFASTET19R

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 MIL AFFR CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description General Office Assistant-E	10. Division Alpena Combat Readiness Training Center (CRTC)
5. Working Title (What the agency calls the position) Lodging Assistant	11. Section Mission Support
6. Name and Position Code Description of Direct Supervisor ; NONSTATE SUPERVISOR	12. Unit Services, Lodging Operation
7. Name and Position Code Description of Second Level Supervisor ; NONSTATE SUPERVISOR	13. Work Location (City and Address)/Hours of Work 5884 A. Street, Alpena, MI 49707 / Flexible Schedule

14. General Summary of Function/Purpose of Position

This position supports the lodging operation and is responsible for housing military and Non-DOD personnel in training at the Alpena CRTC in Alpena, Michigan.

This position is responsible for scheduling all units in training and managing the transfer and return of keys and facilities. Also inventories facilities, equipment and makes minor repairs when needed. This position is also responsible for monitoring the base campground and assigning camp sites.

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: 55

Scheduling of units in lodging

Individual tasks related to the duty:

- Schedules and lodges all units in training to include Space A personnel. Updates lodging software, scheduling worksheets, databases, and maps used in the scheduling process
- Schedules multiple units at a time, housing 1000+ personnel
- Make contact with all unit primary point of contact to ensure program standard operating procedures are reviewed and signed by lodging representative. Develop and maintain a method to document the calls and emails made each month.
- Maintain documentation of signed agreements for all participants in the lodging program for fiscal and accountability purposes.
- Maintain applicable spreadsheets, schedules, appointments, archiving documents, and manage routine correspondence. Compose correspondence, such as instructions on procedures, requests for information, letters of acknowledgement and standard operating procedures for programs and policies.
- Establish and monitor suspense dates for units to submit lodging requests for participating individuals.
- Assist in all aspects of the campgrounds to include assigning persons to selected sites
- Prioritize and communicate daily lodging cleaning schedules to custodial staff.
- Track/order cleaning rags for custodial

Duty 2

General Summary:

Percentage: 20

Issuing units and transferring of buildings

Individual tasks related to the duty:

- Assist visiting units with the base lodging program. Standard Operating Procedures are followed for program and distributed to all units
- Assist in transferring buildings to visiting units to include issuing room keys, maintaining room rosters, making key cards, conducting dormitory inspections, and creating cleaning schedules.
- Maintain activity report to track lodging usage per month.
- Make requests for replacement of furniture and supplies.
- Maintain all aspects of the TESA Lock System, to include tracking all master keys, training, backup keys, key issue, replacements, building assignments and lock repair.
- Completes annual inventory of facilities

Duty 3

General Summary:

Percentage: 15

Administrative duties, including assisting with minor billing and updating databases and records.

Individual tasks related to the duty:

- Assist billing by preparing cost estimates/invoices for visiting units. Receive credit card and check payments and assist services RA/Admin with billing process.
- Create estimates for SV/Admin
- Create final invoices within 3 days of unit departure for RA/Admin
- Update databases
- Creates work orders in IEMS for repairs to facilities
- Creates heat and AC schedule for occupied facilities
- Assists in issuing Morale Welfare and Recreation equipment on AF1297
- Creates meal chits for drill status guardsmen
- Signs incoming and out-processing worksheets for base members
- Updates informational handouts/welcome book

Duty 4

General Summary:

Percentage: 10

All other duties as assigned

Individual tasks related to the duty:

- All 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.

What facilities and keys to issue. Who is authorized to stay in lodging. Validating DV quarters.

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

Approving training requests. Scheduling work hours and overtime/comp time. All unusual requests from unit personnel. Submitting purchase orders for new items or repair of existing items.

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 job may require the person to move and lift heavy object using dolly and/or hand trucks. Must be able to stand for long periods of up to 3-4 hours at a time. Must be able to withstand cold temperatures. May be exposed to bad weather while inspecting dorms. Person is exposed to large number of personnel during training season under stressful conditions. Needs to be flexible with their work schedule. Must be able to work varied shifts as 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 - management developed PD.

23. What are the essential functions of this position?

This position supports the lodging operation and is responsible for housing military and Non-DOD personnel in training at the Alpena CRTC in Alpena, Michigan.

This position is responsible for scheduling all units in training and managing the transfer and return of keys and facilities. Also inventories facilities, equipment and makes minor repairs when needed. This position is also responsible for monitoring the base campground and assigning camp sites.

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

N/A - new position

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

This position will provide support to units in training that are lodged on base. This position fits into this function by ensuring the units have all the facilities and supplies needed for their training. Make sure that all facilities are maintained, all furniture in good condition, and supplies are on hand to support the operation of the units in training.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

General Office Assistant 5

No specific type or amount of experience is required.

General Office Assistant 6

One year of administrative support experience.

General Office Assistant E7

Two years of administrative support experience, including one year equivalent to the intermediate level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of work methods and practices used in various areas of domestic services such as lodging reservations, housekeeping and laundry. Ability to maintain records and reports. Ability to follow instructions and communicate effectively. Background in lodging and housekeeping. Ability to work with computers is preferred.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Valid Drivers License

Ability to obtain and maintain a Common Access Card (CAC) issued by the federal government requiring a background check.

Public Trust P85

Security Clearance and National Agency Check (NAC) are required

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

2/17/2022

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