

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

Position Code

1. STUDASTEQ50R

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Development
4. Civil Service Position Code Description Student Assistant-E	10. Division
5. Working Title (What the agency calls the position) Student Assistant	11. Section Environmental Services Section
6. Name and Position Code Description of Direct Supervisor CARLSON, ERIK; LICENSED ENGINEER MGR-3	12. Unit Hydraulics Unit
7. Name and Position Code Description of Second Level Supervisor WOODWARD, DEENA S; TRANSPORTATION PLANNING MGR-4	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 8:00am-4:30pm (max of 129 hours/month)

14. General Summary of Function/Purpose of Position

This position sorts, scans, and indexes physical records into electronic formats and places them in the correct digital storage locations according to established procedures. This position also performs file type conversions and quality checks on scanned and physical materials, and packages physical records for transfer to the Records Center following standard guidelines. Collaboration with records retention staff is required to ascertain and implement filing and to destroy records when instructed and in accordance with all applicable laws, rules, regulations, processes, and procedures.

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: 60

Transfer tangible records to electronic formats and move them to the appropriate file storage locations, following applicable procedures. Destroy records as directed.

Individual tasks related to the duty:

- Collaborate with colleagues, including records retention staff, to ascertain and implement filing and destruction of records as required by State of Michigan Records Retention policies.
- Relocate, manage, and organize physical files and other materials.
- Sort, code, and separate documents in preparation for scanning.
- Scan prepared files into the system.
- Convert file formats as needed.
- Save files following file naming conventions.
- Destroy records as directed by supervisor using the proper procedures.

Duty 2

General Summary:

Percentage: 30

Perform quality control assessments on all scans and tangible records before moving to final storage locations.

Individual tasks related to the duty:

- Review all scanned files to ensure they are legible, images are distinct, they have the appropriate pixel density, and are free of digital distortions, lines, or blur not found on originals.
- Rescan files as necessary to achieve quality standards.
- Review file packing contents for adherence to filing procedures and label boxes as instructed.
- Pass files and boxes on for further quality control review as instructed.

Duty 3

General Summary:

Percentage: 5

Package physical records according to established procedures in preparation for transfer to the Records Center.

Individual tasks related to the duty:

- Use instructions and packing materials to prepare physical records for transfer to the Records Center.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Perform other tasks, as assigned.

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

Position performs independently once training is completed, and assignments are made. The effective utilization of State of Michigan records is affected by the decisions made.

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

Any decision that affect or are guided by policy, procedures, standards, and retention schedules.

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.

Operation of document scanning equipment in an office environment. Position requires extensive use of a computer and the ability to transport file folders, three-ring binders, boxes, and other types of physical records in an office environment.

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 sorts, scans, and indexes physical records into electronic formats and places them in the correct digital storage locations according to established procedures. This position also performs file type conversions and quality checks on scanned and physical materials, and packages physical records for transfer to the Records Center following standard guidelines. Collaboration with records retention staff is required to ascertain and implement filing and to destroy records when instructed and in accordance with all applicable laws, rules, regulations, processes, and procedures.

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 work area provides support to the Bureau of Development as well as the Bureau of Bridges and Structures and various Regions/Transportation Service Centers (TSCs) regarding the hydraulic design of bridges and culverts. This position supports records retention and disposal of bridge and culvert records in accordance with State of Michigan and Michigan Department of Transportation (MDOT) policies and procedures.

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

Current enrollment in vocational or technical school, or post-secondary educational institution. MDOT requires enrollment in at least 6 credit hours per semester/term excluding summers and continuously enrolled and earning the required credits.

EXPERIENCE:**Student Assistant A**

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Office equipment or materials used in the work.

Ability to:

- Use a computer.
- Follow instructions.
- Communicate effectively with others.

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.

None.

I certify that the entries on these pages are accurate and complete.

KELSEA COLE

9/2/2026

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