

Position Code

1.

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

This position description serves as the official classification document of record for this position. Please complete this form 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)
4. Civil Service Position Code Description	10. Division
STUDENT ASSISTANT-A	
5. Working Title (What the agency calls the position)	11. Section
EDTU Student Assistant	Employee Training and Development
6. Name and Position Code Description of Direct Supervisor	12. Unit
Kristen Wilson, State Administrative Manager -15	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Jonathan Patterson, Senior Chief Deputy Director	CAPITOL COMMONS CENTER, LANSING, 400 S PINE STREET; 48933/VARIOUS HOURS
14. General Summary of Function/Purpose of Position	
The EDTU student assistant provides administrative and technical support for the Michigan Civil Service Commission, Employee Development & Training Unit (EDTU). Duties include maintaining files, scheduling & coordinating training sessions, preparing information packets for training, and assisting with HR Academy reporting needs. This position will also assist the EDTU with general HR responsibilities in classifications/sections, labor relations, and payroll/transactions.	

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 of Duty 1 **% of Time**45

Provide administrative and technical support for HR Academy training program.

Individual tasks related to the duty.

- Obtain information from OHR and/or EDTU prior to each training session regarding possible attendees and coordinate with HRA trainers and presenters regarding scheduling and audience
- Coordinate HR Academy training with employees, supervisors, and observers by sending email invitations and monitoring responses.
- Schedule facilities for HR Academy training sessions.
- Set up training sessions assisting with technology and logistics
- Prepare and facilitate mailing of HR Academy materials and MCSC merchandise as needed.
- Take meeting notes and update Teams channel as requested.
- Prepare HR Academy informational packets and other materials utilized at the meetings.
- Maintain HRA employee tracking using SOM Learning Center reports, Survey Monkey output and other data to ensure HRA compliance

Duty 2

General Summary of Duty 2 **% of Time**45

Assist with EDTU with general Human Resources responsibilities

Individual tasks related to the duty.

- Organize, file, and maintain employee files in Content Manager.
- Assist EDTU team with pulling Content Manager reports and entering data as needed.
- Assist EDTU team with general classifications/selections responsibilities including facilitating selections processes which may include posting vacancies in NEOGOV, scheduling interviews, etc.
- Assist EDTU team with general payroll/transactions responsibilities performing necessary actions in HRMN and SIGMA as needed.
- Assist EDTU team with general labor relations responsibilities such as gathering, organizing, and preparing documents for disciplinary packets and/or other labor relations meetings.
- Update organization chart as needed

Duty 3

General Summary of Duty 3

% of Time 10

Other duties as assigned.

Individual tasks related to the duty.

- Complete other training, or administrative tasks as needed.

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

Routine decisions related to the job responsibilities

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

- Adjustments to HR Academy presentations and information.
- Adjustments to internal training documents, website, or content.
- Any action that will impact an employee's pay or employment.
- Issues outside of normal job functions.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Typical office Setting.

Requires sitting at a desk for extended periods, ability to type on a computer keyboard, read computer screens, and set up training/conference rooms.

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. (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>
N/A			

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?

Not applicable

23. What are the essential functions of this position?

This position provides administrative and technical support for the HR Academy program and the EDTU's general HR responsibilities.

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?

This position supports the HR Academy program and the EDTU staff with their general HR responsibilities. The EDTU is primarily responsible for the Development and Training of MCSC employees. Each EDTU trainer has HR responsibilities in a specific HR discipline. This position may assist the EDTU trainers with general HR functions in a learning capacity. Additionally, the EDTU is responsible for Content Manager reporting metrics for the Executive Office. This position will assist the EDTU by entering data into Content Manager and pulling reports as needed.

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:

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively with others, both in writing and verbally.
Attention to detail.
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 maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

N/A

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

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