

State of Michigan
Civil Service Commission
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 Department of Labor and Economic Opportunity
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Unemployment Insurance Agency
4. Civil Service Classification of Position STUDENT ASSISTANT -E	10. Division TAX & EMPLOYER SERVICES
5. Working Title of Position (What the agency titles the position) Student Assistant	11. Section Tax Office
6. Name and Classification of Direct Supervisor Cordelia Campbell, Departmental Manager 13	12. Unit TAX MAINTENANCE
7. Name and Classification of Next Higher-Level Supervisor Kwabena Assenso, State Administrator Manager 15	13. Work Location (City and Address)/Hours of Work 3024 W. GRAND BLVD, SUITE 12-600, DETROIT, MI 48202, 8:00 AM-5:00 PM(M-F)

The responsibilities of this position are to add and/or update Employer Wage/Tax Report from Audit Investigations, and Proof of Wage Claims including adjustments of Social Security Number errors.

The candidate will assist the Tax Office on matters relating to employer financial maintenance in ensuring data integrity is consistence with the Michigan Employment Security (MES) Act and applicable Administrative Rules including UI confidentiality agreement to avoid data breach. The position requires very accurate data entry skills, attentiveness to detail, the ability to use a personal computer, knowledge of Microsoft Word and Excel, the ability to review information for accuracy, the ability to follow oral and written instructions, and the ability to communicate effectively with others. In addition, this position will also assist with routine office functions and aid in short-term projects assigned.

For Civil Service Use Only

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 80

Perform thorough review of financial documentation received from field audit investigations, proof of wages, and Social Security Number errors to ensure there are sufficient supporting documents before adding or adjusting/updating the employers' wage records.

Individual tasks related to the duty.

- Review the nature of the request received to determine if the wage record needs to be added or adjustment is warranted.
- Verifying the supporting documentation is provided relative to the individual the request is made
- Verify the wages to be added or adjusted
- Ensure the correct quarter is updated
- Ensure the initial quarter reported to be added or adjusted , capture the accurate taxable wage base
- Proceed to add or make any adjustment upon completing all verifications.

Duty 2

General Summary of Duty 2

% of Time 10

Verify the subjectivity of the individual to ascertain the wages are covered employment under the law before adding or adjusting the individual request received from claim investigation, proof of wages, or social security number error correction.

Individual tasks related to the duty.

- Perform thorough review of the wages related to individual owner, parter, and LLC member.
- Review supporting documentation for accuracy
- Review the claimant's information (Name, social security number.)
- Data entry the audit results on the appropriate quarters

Duty 3

General Summary of Duty 3

% of Time 5

Performs a search of the MiDAS System for existing Claim Cases and relative attachments by Social Security Number. Performs a search of the MIDAS System for existing Claim Investigation by Employer Account Number EAN).

Individual tasks related to the duty.

- Compare information in MIDAS to MiUI
- Data Enter the financial data from claim investigation and proof of wage into MIUI
- Adjust Social Security Number errors upon verifying supporting documents in MIDAS into MiUI

Duty 4

General Summary of Duty 4

% of Time 5

Other duties as assigned by management

Individual tasks related to the duty.

- As assigned

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.

- Students work under the direct supervision of the Tax Maintenance Manager 13
- Their individual workflow for various functions/projects; ensuring all deadlines are met.

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

Clarification or interpretation of laws, rules, regulations, policies and procedures.

Departmental conflicts and impasse.

Recommendation on the course of action affecting an employer's account based on interpretation of financial documents.

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.

Physical Activities

Sitting 70%

Standing 10%

Walking 10%

Bending 5%

Carrying 5%

Environmental Conditions

Cold - occasionally

Heat – occasionally

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>
	None		

20. My responsibility for the above-listed employees includes the following (check as many as apply):

___ Complete and sign service ratings.

___ Provide formal written counseling.

___ Approve leave requests.

___ Approve time and attendance.

___ Orally reprimand.

___ Assign work.

___ Approve work.

___ Review work.

___ Provide guidance on work methods.

___ 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?

Yes

23. What are the essential duties of this position?

Add and/or update Employer Wage/Tax Report from Audit Investigations, and Proof of Wage Claims including adjustments of Social Security Number errors.

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

The UIA is currently in the process of implementing new automated systems throughout the agency – including Tax operations, Benefit operations, and financial reporting. This new system will require manually adjusting the wage records when requested by Field Audits, or the Benefits Division. The Tax Maintenance Unit is a relatively small unit, requiring the assistance of additional resources during this implementation stage as the division develops specialized resources that can provide in-depth knowledge of technical and/or complex functions.

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

The function of the Tax Office is to establish tax liability, determine tax rates, ensure that employers are in compliance with the MES Act, process the employer's Wage and Tax Report, certify employers' payroll to the Internal Revenue Service (IRS), maintain employers' imaged records, certify employers for the IRS Work Opportunity Tax Credit, financial and account update, and other activities relative to servicing employers' accounts.

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 a post-secondary educational institution

Alternate Education and Experience

Student Assistant E

EXPERIENCE:

No specific type or amount of experience is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

The position requires very accurate data entry skills, attentiveness to detail, the ability to use a personal computer, knowledge of Microsoft Word and Excel, the ability to review information for completeness, the ability to follow oral and written instructions, and the ability to communicate effectively with others.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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 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.

None

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

Appointing Authority's Signature

Date