

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STUDASTET94N

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 CIVIL SERVICE COMMISSION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Civil Service Commission
4. Civil Service Position Code Description Student Assistant-E	10. Division
5. Working Title (What the agency calls the position) Student Assistant	11. Section Human Resources
6. Name and Position Code Description of Direct Supervisor BROWN, TAMMY L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor DEAN, PAUL R; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Jackson Michigan / Monday - Friday

14. General Summary of Function/Purpose of Position

This position provides administrative support assistant to the Human Resources office at the Jackson Correctional Facility in the Michigan Department of Corrections. This position will perform a variety of assignments for the HR office including purging of records, scanning of documents, and coordinating meetings.

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: 80

Scheduling interviews, reviewing applications for accuracy in NEOGOV, preparing materials for interview process, scanning documentations onto Exam plans, and purging of old records.

Individual tasks related to the duty:

- Assist with purging of record room at facility for documents no longer requiring retention policies.
- Assist with scheduling interviews, reviewing applications for accuracy in NEOGOV.
- Preparing interview packets for panel members.

Duty 2

General Summary:

Percentage: 20

Special duties as assigned.

Individual tasks related to the duty:

- Special projects as assigned/needed.

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

Ensuring information is accurate that is given to HR Staff and employees.

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

Issues that do not clearly meet Civil Service Rules or Union contracts or Policy.

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.

The job duties require walking, bending, reaching, and standing. Will be required to lift file boxes up to estimated weight of 20 lbs.

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 provides administrative support assistant to the Human Resources office at the Jackson Correctional Facility in the Michigan Department of Corrections. This position will perform a variety of assignments for the HR office including purging of records, scanning of documents, and coordinating meetings.

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 work area is primarily and essentially responsible for providing Human Resources management and services to the administration and staff of the correctional facilities at Jackson Correctional Facility. This includes employee relations, classification and selection, recruitment, payroll and benefits, and disability management.

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:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

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 communicate effectively with others.

Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

MATTHEW DERNOVSHEK

7/1/2025

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