

**State of Michigan
Civil Service Commission**

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

Position Code

1. STUDASTEK80R

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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Fire Services
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division Administration
5. Working Title (What the agency calls the position) Student Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor DAVIS, BRENDA; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor FORRO, JOE; STATE OFFICE ADMINISTRATOR 17	13. Work Location (City and Address)/Hours of Work 611 W. OTTAWA ST., LANSING, MI 48915 VARRIES MONDAY-FRIDAY
14. General Summary of Function/Purpose of Position Provide assistance to Administration and the bureau's reception desk. Generate general bureau correspondence. Copy, mail and file in accordance with bureau policies and procedures. Provide support services to the following program areas: Plan Review, Storage Tanks, Firefighter Training and NFIRS.	

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: 50**

Provide assistance to Administration.

Individual tasks related to the duty:

- Answer multi-line telephone at the bureau's main reception desk.
 - 0 Answer general inquiries, screen and forward callers to appropriate person or agency in accordance with established policies and procedures.
 - 0 Communicate professionally and effectively with other staff while assisting customers.
 - 0 Open, date stamp and sort incoming mail.
 - 0 Check credentials for guests entering the building.
 - 0 General copying and preparing meeting packets.
 - 0 Stock and organize supplies and maintain a clean copy center.
 - 0 Other duties as assigned.

Duty 2**General Summary:****Percentage: 30**

Provide assistance to the Plan Review Division.

Individual tasks related to the duty:

- Enter/update information into various databases.
- Generate certificates.
- Generate correspondence.
- Mail certificates and correspondence.
- Assemble new files for new submissions.
- Manage records system.
- Other duties as assigned.

Duty 3**General Summary:****Percentage: 5**

Provide assistance to the Storage Tank Division.

Individual tasks related to the duty:

- Mail correspondence.
- Filing.
- Other duties as assigned.

Duty 4**General Summary:****Percentage: 5**

Provide assistance to the Fireworks Program.

Individual tasks related to the duty:

- Enter information into the database.
- Scan documents and attach to the record.
- Enter fireworks payments. Update the record and the payments spreadsheet.

Duty 5**General Summary:****Percentage: 5**

Provide assistance to the Firefighter Training Division.

Individual tasks related to the duty:

- Mail correspondence.
- Filing.
- Scanning general documents
- Assist with scanning and scoring exams
- Assist packaging testing materials to send to training coordinators
- Assist with updating course catalog
- General copying and preparing meeting packets
- Maintain confidentiality of training documents
- Other duties as assigned.

Duty 6**General Summary:****Percentage: 5**

Provide assistance to the NFIRS program.

Individual tasks related to the duty:

- Update fire service directory
- Follow-up on fatal fire incidents
- Create graphs to track fire statistics.
- NFIRS password resets
- Provide clarification to fire departments regarding monthly NFIRS report submittals.
- Contact fire departments that have not reported.

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

None.

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

- Determination of resolution of conflicting information.
- Decisions concerning bureau policy.
- Issues outside of prescribed procedures.

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.

Some physical effort to perform the job. May handle rolled plans (up to 36" in length and 30 pounds in weight) as well as record center boxes (weighing up to 20 pounds). Repetitive action when date stamping mail. Daily exposure to personal computer.

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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| ☐ N | Complete and sign service ratings. | ☐ N | Assign work. |
| ☐ N | Provide formal written counseling. | ☐ N | Approve work. |
| ☐ N | Approve leave requests. | ☐ N | Review work. |
| ☐ N | Approve time and attendance. | ☐ N | Provide guidance on work methods. |
| ☐ N | Orally reprimand. | ☐ N | 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?

- Answer the bureau's main telephone line.
- Assist customers.
- Provide assistance to the Plan Review Division.

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

Tasks related to fireworks and firefighter training have been added. Tasks related to field services have been removed.

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

The bureau is responsible for the direct administration and enforcement of the fire safety codes and related laws, interpreting and applying the codes, and conducting inspections and investigations to assure compliance in regulated facilities.

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

EDUCATION:

Current enrollment in high school, a vocational or technical school, or a post secondary educational institution.

EXPERIENCE:

No specific type or amount of experience is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to use a computer. Ability to follow oral and written instructions. Ability to communicate effectively with others. Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

The student must provide evidence of enrollment or acceptance to an educational institution.

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

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

AMANDA SATKOWSKI

1/22/2018

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