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.

<table>
<thead>
<tr>
<th>2. Employee's Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>STATE BUDGET OFFICE</td>
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<table>
<thead>
<tr>
<th>3. Employee Identification Number</th>
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<table>
<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
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<tbody>
<tr>
<td>Student Assistant-E</td>
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<table>
<thead>
<tr>
<th>5. Working Title (What the agency calls the position)</th>
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<tbody>
<tr>
<td>Budget and Policy Assistant</td>
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<table>
<thead>
<tr>
<th>5. Name and Position Code Description of Direct Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tyler Tulloch, Financial Analyst 11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ryan Fink, State Division Administrator 17</td>
</tr>
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</table>

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<tr>
<th>13. Work Location (City and Address)/Hours of Work</th>
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</thead>
<tbody>
<tr>
<td>Romney Bldg., Lansing MI / 8 a.m. - 5 p.m.</td>
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<tr>
<th>14. General Summary of Function/Purpose of Position</th>
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Provides research, program assistance, and office support to the State Budget Office (SBO).
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:**

Provides research on projects and special assignments as identified in an agreed upon project plan intended to benefit both the work of the SBO and the budget and policy assistant’s scholastic pursuits.

**Percentage:** 40

**Individual tasks related to the duty:**

- Develop an individual work project plan along, agreed upon with supervisor
- Conduct research
- Assist in the budget development and implementation process along with other SBO staff
- Compile staff reports, generate tables and charts using Microsoft Office Suite
- Conducts research to gather information for reporting purposes
- Prepares reports that consolidate information provided by management and executive staff for use in reports, presentations, and/or contracts

**Duty 2**

**General Summary:**

Provides various office support functions for the director’s office staff and professional staff within the SBO.

**Percentage:** 55

**Individual tasks related to the duty:**

- Provides assistance by sitting at the reception area of the SBO and assisting callers and walk in customers.
- Develop and maintain filing systems
- Distribute information

**Duty 3**

**General Summary:**

**Percentage:** 5

**Other related duties**

**Individual tasks related to the duty:**

- Copying
- Faxing
- Sorting and distributing mail
- Hand-deliver items upon request to other agencies and staff.

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

Research and projects identified for completion will require independent analysis, research and development with assistance and oversight from the supervisor. Office duties, such as coordination of the front reception desk and the distribution of documents to SBO staff that require quick response in order to meet immediate deadlines will also require independent decision making based on well-defined guidelines. Must use judgment in the performance of work. Timely completion of assigned projects will impact the budget and policy assistant’s immediate work area and the whole of the SBO.

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

Supervisor’s assistance is needed in clarifying requests, developing individual work plans, and addressing conflicts in work assignments. Supervisor’s guidance is needed as necessary on assigned projects. Supervisor’s review of time and attendance.

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.

Sitting to perform data and word processing assignments at a computer terminal is a regular activity of this position. Delivery of correspondence and other documents to external locations such as other DTMB offices, other state agency offices, the
State Capitol and legislative offices. May require walking to these locations.

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?

PD prepared by management.

23. What are the essential functions of this position?

Essential duties of this position are included in item 15.

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

The Budget and Policy Assistant duties are expanded to include research and program assistance in assigned areas of the SBO in addition to general office support to the SBO.

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

The State Budget Office is responsible for coordinating all executive budget activities including development of the Executive Budget recommendation, presentation of the Executive Budget recommendation to the legislature, and implementation of the Executive Budget after enactment. The State Budget Director serves as the Governor's advisor on fiscal matters and also oversees the state's accounting, payroll, and internal audit functions; the state's financial management system; and the Center for Educational Performance and Information. This position provides budget and policy assistance in assigned areas of the SBO in developing recommendations for the Executive Budget and on implementing the enacted budget. The budget and policy assistant also provides general office support to various areas within the SBO and performs a full range of administrative support duties for the SBO.

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

EDUCATION:
Current enrollment in a vocational or technical school, or a post-secondary educational institution.

EXPERIENCE:
No specific amount or type is required; however, answering a multi-line phone, assisting customers, and experience with Microsoft Office Suite is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:
Must possess good interpersonal and communication skills. Ability to follow oral and written instructions. Must have capability to work with multiple priorities under competing time frames. Proficiency in Microsoft Excel and Word is necessary.
CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve the use of a personal vehicle.

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.

[Signature]
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.

[Signature]
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.

[Signature]
Employee

[Date]