

State of Michigan
Civil Service Commission
COMPENSATION
400 South Pine Street, P.O. Box 30002, Lansing, Michigan 48909

UNCLASSIFIED POSITION DESCRIPTION

Department	Title of Position
Position Code	Incumbent
As outlined in Article XI of the Constitution (see below) is this position: <input type="checkbox"/> Exempt/Policy-Making <input type="checkbox"/> Excepted <input type="checkbox"/> Exempt/Not Policy-Making	
<p>Section 5: <i>The classified state civil service shall consist of all positions in the state service except those filled by popular election, heads of principal departments, and members of boards and commissions, the principal executive officer of boards and commissions heading principal departments, employees of courts of record, employees of the legislature, employees of the state institutions of higher education, all persons in the armed forces of the state, eight exempt positions in the office of the governor, and within each principal department, when requested by the department head, two other exempt positions, one of which shall be policy-making. The civil service commission may exempt three additional positions of policy-making nature within each principal department.</i></p>	
<p>GENERAL SUMMARY: Briefly summarize the general function and purpose of this position.</p>	
<p>DESCRIPTION OF WORK: Briefly describe each major function or program for which the position is responsible. Use a separate numbered paragraph for each function or program.</p> <p>1.</p>	

DESCRIPTION OF WORK (continued):

TO BE COMPLETED BY APPOINTING AUTHORITY

Identify any statutory sections or applicable Public Acts upon which the position functions or pay is based.

List the names and titles of employees immediately supervised by this position.

<u>Name</u>	<u>Class Title</u>	<u>Name</u>	<u>Class Title</u>

Name and Title of Immediate Supervisor

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

Appointing Authority's Signature

Date