MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

STATE TRANSITIONAL BUSINESS AND ADMINISTRATIVE TECHNICIAN

JOB DESCRIPTION

Employees in this job participate in a variety of non-supervisory technical activities. Work is performed through the application of a body of knowledge related to practices, procedures, methods, policies, theories, and concepts of a specific technical field.

There is one classification in this job.

Position Code Title – State Transitional Business and Administrative Technician

State Transitional Business and Administrative Technician E9
This is the trainee level. Employees carry out a range of assignments learning the knowledge, skills, and techniques of the specific technical field, while retaining their former employment preference level and compensation. Work is performed under close supervision and assignments are reviewed in progress. Well-defined methods and procedures in the form of laws, regulations, rules, policies, etc. are provided, and employees must exercise judgment in applying the proper courses of action.

The State Transitional Business and Administrative Technician E9 classification is designed to facilitate career movement for classified State of Michigan employees with administrative or other office support experience into business-related technician classifications. Upon appointment, the employee shall maintain their current rate of pay if it is less than the maximum of the State Transitional Business and Administrative Technician E9 pay range and less than the maximum of the technician job where will be moved. If the employee is paid more than the maximum of the State Transitional Business and Administrative Technician E9 pay range or more than the maximum of the pay grade for the technician job where the employee will be moved, the employee shall be paid the lesser of these two rates upon appointment. Also, reference the compensation rules and regulations as compensation provisions of certain collective bargaining agreements may differ. In those cases, the contract provision will govern the placement and movement of employees through the pay range.

During a reduction in force, employees entering from a job having a higher employment preference level shall retain their former employment preference.

Employees possessing status and the required experience enter a new technical career as a State Transitional Business and Administrative Technician E9. After the minimum training period and demonstration of satisfactory service, the employee may be moved to the appropriate level in the new technical classification, in accordance with classification rules, regulations, and procedures. The appointing authority may elect to

retain the employee in the State Transitional Business and Administrative Technician E9 classification if the employee is not functioning at the level required for reallocation to the appropriate class for the position. If the Appointing Authority does not certify that the employee is satisfactorily performing at the level required for the specific technical job, the employee will be retained in the State Transitional Business and Administrative Technician E9 classification until performance can be certified.

An appointing authority may request reclassification of the employee after the equivalent of 6 months of full-time service in the transitional classification, if the employee entered the classification from a directly-related position classified at or above the 9 level in the Equitable Classification Plan (ECP) Group 1.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

As an employee in transition from an administrative or office support class to a technical class, the employee works under the immediate supervision of other technical, professional, or management personnel to receive training and experience in performing duties in a specific technical area.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Some knowledge of the theories, methods, procedures, policies, regulations, and laws related to the technical field.

Some knowledge of departmental programs.

Ability to meet and deal effectively with others.

Ability to follow verbal and written directions.

Ability to organize, analyze, and interpret information.

Ability to assume responsibility.

Ability to exercise sound judgment in the performance of technical activities.

Ability to coordinate activities with others.

Ability to satisfactorily complete and apply in-service training concepts.

Ability to maintain records and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

Review the job specification for the specific technician classification.

Physical Requirements

Review the job specification for the specific technician classification.

Education

Review the job specification for the specific technician classification.

Experience

Review the job specification for the specific technician classification.

Special Requirements, Licenses, and Certifications

Review the job specification for the specific technician classification. Employees must meet any licensure, certification, or registration requirements for the specific profession.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code	Job Code Description
STTRBATCH	State Transitional Business and Administrative Technician

Position Title	Position Code	Pay Schedule
State Transitional Business and Administrative Technician	STTBATCH	NERE-113P