

**State of Michigan
Civil Service Commission**

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

Position Code

1. SECRTRYA

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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Secretary-A	10. Division Division of Assessment, School Improvement, and Systems Support
5. Working Title (What the agency calls the position) RSU-A Secretary	11. Section Office of Educational Supports
6. Name and Position Code Description of Direct Supervisor FARRIS-FOSTER, SHARRECE M; EDUCATION CONSLTNT MGR-5	12. Unit Regional Support Unit - A
7. Name and Position Code Description of Second Level Supervisor POWELL, MICHAEL L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 608 W Allegan, Lansing / Monday-Friday, 8-5

14. General Summary of Function/Purpose of Position

This position functions as a management assistant providing advanced secretarial support to the supervisor, manager, consultants and department analysts in the Regional Support Unit - A and the Office of Educational Supports. As the management assistant, this position has significant responsibility in such areas as interpreting policies and procedures, including the interpretation of the unit manager's point of view; serves as liaison to staff and higher-level management; and is able to apply the mission of the unit and office to the performance of a full range of advanced secretarial activities. The duties of the position include a variety of technology-based assignments, such as Microsoft and Google applications, SharePoint, One Drive, and website maintenance. Duties also include handling correspondence, maintaining files, establishing meeting dates and sites, setting up virtual meetings, making travel arrangements, maintaining school grant waivers, and related grant records, handling phone calls, and performing other related duties for assigned staff in the Regional Support Unit - A.

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: 45

Provide management assistance and advanced secretarial support to Regional Support Unit - A leadership and staff in carrying out the unit's responsibilities for supporting Title I schools and districts, including correspondence-related services, coordination of meetings and technical assistance activities, workshops, scheduling, and travel arrangements.

Individual tasks related to the duty:

- The position supports Regional Support Unit - A's work with Title I schools and districts by coordinating unit communications, meetings, assignments, and materials related to comprehensive needs assessment, student achievement, school improvement planning, and Consolidated Application activities.
- The position tracks and routes unit-specific information and requests to support timely technical assistance and administrative follow-up.
- Make scheduling commitments to include arrangements for statewide workshops/conference sites, including the preparation and processing of necessary paperwork and arranging necessary technical support.
- Update management on status of issues before scheduled meetings.
- Attend department-sponsored training and informational meetings and provide report to management.
- Assist in creating and revising forms, propose procedures, formats, and standards for office correspondence.
- Read incoming correspondence and reports, screening those items that can be handled personally and forwarding the rest to the unit supervisor, manager, or other appropriate staff members.
- Serve as a liaison between the supervisor, manager, and the staff by transmitting information, explaining appropriate work instructions, and following up on assignments.
- Coordinate meeting logistics, communications, materials, and follow-up for Regional Support Unit - A technical assistance activities related to Title I schools, comprehensive needs assessment, student achievement, school improvement planning, and Consolidated Application activities.
- Monitor unit assignments, projects, and key due dates; follow up with assigned staff and provide status information to the supervisor and manager to support timely completion of Regional Support Unit - A work.
- Assist in the study of office operations and services and provide input recommendations for improving efficiency and economy of operations; make recommendations regarding the purchase of equipment.
- Prepare unique requests for supervisor, manager, and staff including out-of-state travel, flight and conference registrations, and travel reimbursement vouchers.
- Prepare and edit correspondence and reports with some latitude as to content and format.
- Maintain the manager and staff member calendars.

Duty 2

General Summary:

Percentage: 40

Provide advanced administrative and operational support necessary for the daily functioning of Regional Support Unit - A and its work supporting schools and districts.

Individual tasks related to the duty:

- Coordinate, track, and maintain unit correspondence, records, and materials related to Title I support, comprehensive needs assessment, school improvement planning, and Consolidated Application activities.
- Serve as an administrative point of contact for Regional Support Unit - A by receiving and routing requests from schools, districts, and MDE staff and providing routine information regarding unit processes, resources, timelines, and activities in accordance with established policies and procedures.
- Prepare and edit correspondence and reports with attention to ADA compliance, potential bias, and spelling, punctuation, and grammar.
- Provide back-up assistance to other office and unit support staff, as needed.
- Assist onboarding new staff members in acclimating to and learning about unit and office policies and procedures.
- Serve as an administrative point of contact for Regional Support Unit - A by routing requests from schools, districts, and MDE staff to the appropriate unit staff and responding to routine inquiries based on established unit and office policies and procedures.
- Coordinate and maintain Regional Support Unit - A correspondence, records, and tracking information related to Title I support, school improvement activities, and Consolidated Application work.
- Assist with transitioning departing staff members.
- Follow office procedure in conducting business, maintaining phone coverage, order and track the acquisition of necessary supplies, materials, and equipment to best satisfy unit needs.
- Maintain phone coverage during business hours.
- Assist with large-scale mailings and office-wide projects.
- Participate in training, particularly in current technology.

Duty 3

General Summary:

Percentage: 10

Organize and maintain records of grants and waivers.

Individual tasks related to the duty:

- Review and evaluate grant documentation including applications, reports, and invoices, reviewing to determine if prescribed requirements are met for approval.
- Prepare letters for approval for operation.
- Process paperwork for state aid purposes.
- Maintain contract files and documents.
- Maintain all related files for unit, office and department oversight, technical assistance, and audit purposes.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

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

This person makes independent decisions on how to handle incoming phone inquiries/requests and how to route correspondence. This position utilizes considerable independent decision making and problem-solving skills. This person will format documents and reports, establish priority of tasks, follow up on unfinished projects and tasks, and exercise significant knowledge of unit, office and department operations and priorities. Also, working independently with limited guidance from supervisor and using discretion in interpreting and applying instructions, as well as sound judgment in administrative assistant duties. Must work effectively, efficiently, and accurately to ensure timelines are met.

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

Unusual or unclear requests or situations are reviewed with the supervisor.

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.

This position requires standing, walking, and extensive sitting and computer use; bending is required for filing purposes. Average lifting of materials is possible. Some travel may be required.

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 functions as a management assistant providing advanced secretarial support to the supervisor, manager, consultants and department analysts in the Regional Support Unit - A and the Office of Educational Supports. As the management assistant, this position has significant responsibility in such areas as interpreting policies and procedures, including the interpretation of the unit manager's point of view; serves as liaison to staff and higher-level management; and is able to apply the mission of the unit and office to the performance of a full range of advanced secretarial activities. The duties of the position include a variety of technology-based assignments, such as Microsoft and Google applications, SharePoint, One Drive, and website maintenance. Duties also include handling correspondence, maintaining files, establishing meeting dates and sites, setting up virtual meetings, making travel arrangements, maintaining school, waiver, and grant records, handling phone calls, and performing other related duties for assigned staff in the Regional Support Unit - A.

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

New position

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

The function of the Regional Support Unit – A in the Office of Educational Supports is to fulfill the Department's leadership and administrative responsibilities for support to Title I schools. Technical assistance to schools and school districts in areas of comprehensive needs assessment, student achievement and school improvement planning is also required. The office works with the programs in the Consolidated Application and related school improvement initiatives. This position functions as a management assistant providing advanced secretarial support to the supervisor, manager, consultants and department analysts in the Regional Support Unit - A.

As the management assistant, this position has significant responsibility in such areas as interpreting policies and procedures, including the interpretation of the manager's point of view; serves as liaison to staff and higher-level management; and is able to apply the mission of the unit and office to the performance of a full range of advanced secretarial activities. The duties of the position include a variety of technology-based assignments, such as Microsoft and Google applications, SharePoint, One Drive, and website maintenance. Duties also include handling correspondence, maintaining files, establishing meeting dates and sites, setting up virtual meetings, making travel arrangements, maintaining school, waiver, and grant records, handling phone calls, and performing other related duties for assigned staff in the Regional Support Unit - A.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Secretary 9

Four years of office experience involving administrative support practices, including one year equivalent to advanced 8-level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

OR

Four years of office experience involving administrative support practices, including two years equivalent to experienced E7-level administrative support work, or equivalent to a Secretary 7, or Legal Secretary 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

An employee in this position must have: organization and planning skills; the ability to work effectively in a team; the ability to analyze and solve problems; excellent communications skills, including oral, written and listening skills, the ability to provide constructive feedback, interpersonal and small group communication skills; telecommunication skills (telephone etiquette, set up conference calls); and technology skills including the use of unit, office and department software (NEXSYS, GEMS, CMS, SIGMA, Outlook, and the Microsoft and Google suite of tools).

- Knowledge of office practices, procedures, and computer software programs.
- Knowledge of correct English usage, spelling, and punctuation.
- Knowledge of the organization and composition of business letters, minutes, reports, etc.
- Knowledge of the techniques of receiving calls, making appointments, giving information.
- Ability to organize, plan, and determine work priorities.
- Ability to maintain office records including filing.
- Ability to take notes as necessary and prepare minutes of meetings as appropriate.
- Ability to work effectively in a team.
- Ability to analyze and solve problems.
- Ability to communicate effectively (excellent communication skills, including oral, written, and listening skills).
- Ability to use diplomacy and discretion in giving out information and in referring and directing callers and visitors.
- Basic telecommunication skills (telephone etiquette, set up conference calls).
- Basic technology skills (word processing, database, email).

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

None

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

TASHA HARPER

9/10/2026

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