

|   |
|---|
| <b>Position Code</b><br><b>1. EXCSECED25N</b> |
|---|

**State of Michigan**  
**Civil Service Commission**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

|  |   |
|--|---|
| <b>2.Employee's Name (Last, First, M.I.)</b>                           | <b>8.Department/Agency</b>  |
|  | LICENSING AND REGULATORY AFFAIRS  |
| <b>3.Employee Identification Number</b>                                | <b>9.Bureau (Institution, Board, or Commission)</b>   |
|  | Corporations, Securities, & Commercial Licensing  |
| <b>4.Civil Service Position Code Description</b>                       | <b>10.Division</b>  |
| EXECUTIVE SECRETARY – E-10   | Licensing   |
| <b>5.Working Title (What the agency calls the position)</b>            | <b>11.Section</b>   |
| Executive Secretary  |   |
| <b>6.Name and Position Code Description of Direct Supervisor</b>       | <b>12.Unit</b>  |
| Parker, Benjamin; State Division Administrator                         |   |
| <b>7.Name and Position Code Description of Second Level Supervisor</b> | <b>13.Work Location (City and Address)/Hours of Work</b>                                    |
| Clegg, Linda; Senior Management Executive                              | 2407 N. Grand River Ave, Lansing, MI<br>8 am – 5 pm / M-F<br>(Hybrid – Remote availability) |

**14. General Summary of Function/Purpose of Position**

This position serves as the confidential secretary to the Director of the Licensing Division of the Corporations, Securities, and Commercial Licensing Bureau. The secretary is responsible for telephone coverage, correspondence, scheduling meetings and travel, maintaining background and operating files, licensing board issues, maintaining policy, legislative and correspondence files, preparation of board meeting materials, purchasing, timekeeping and collecting information from a variety of sources to assist the Division Director. They are responsible for compiling, reviewing, and monitoring statistical and other program data, and creating reports and publications using the data. They are responsible for maintaining the Division's policies and procedures manual. They create and maintain tracking systems of division-wide issues such as refunds of revenue and correspondence records on issues received from the public.

**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 of Duty 1**                      **% of Time 50**

The position serves as executive assistant to the division director, responsible for telephone coverage, correspondence, scheduling meetings, maintaining background and operating files on board issues, maintaining policy, legislative and correspondence files, preparation of board meeting materials, collecting information from a variety of sources to assist the division director.

**Individual tasks related to the duty.**

- Receive and coordinate all correspondence and telephone calls for the division director.
- Preparation of correspondence for the division director, referring requests for information or response to the appropriate staff.
- Handling routine telephone calls, letters and memos, policy directives and following guidelines and procedures.
- Act as a receptionist and scheduling coordinator for the division director.
- Prepare background packets for board meetings, executive staff meetings, and other activities requiring the division director's attendance.
- Facilitate division work groups relating to support functions to develop and ensure uniform secretarial processes.
- Provide information to the division director on matters requiring their attention.
- Perform related executive secretarial tasks which may be highly sensitive and confidential.

Duty 2

**General Summary of Duty 2**                      **% of Time 20**

Provide technical support for the Licensing Division and Division Director

**Individual tasks related to the duty.**

- Conduct special studies related to licensing processes.
- Prepare draft policies and procedures for the division.
- Create and maintain tracking spreadsheets of required information for the division including refunds of revenue.
- Research, collect, and analyze information from a variety of sources to assist the division director.
- Analyze data/information, research, compile, review, and prepare reports, management plans, and other documents for the division. This includes monthly licensing statistical reports and quarterly performance measure reports.

Duty 3

**General Summary of Duty 3**

**% of Time 10**

Coordinate division staff meetings and attend meetings as representative of the Division Director. Act as a liaison with managers and staff of the division units concerning management directives and other internal policies and procedures. Collect information about office technical acquisitions for the Division Director's review.

**Individual tasks related to the duty.**

- Schedule meetings, reserve conference rooms, maintain contact with other state offices, coordinate communication and provide information requested by internal and external agencies on policy and procedures.
- Maintain contact with other divisions on various issues for the Division Director.
- Order materials, supplies, technical equipment and services as directed.
- Collect and coordinate data, format reports using word processing and graphic software.
- Distribute reports to appropriate recipients.
- Maintain files according to retention and disposal schedules.

Duty 4

**General Summary of Duty 4**

**% of Time 10**

Timekeeping, board appointment processing, travel voucher processing, maintenance of time and attendance records for the Division.

**Individual tasks related to the duty.**

- Process timekeeping and payroll records utilizing the state time keeping system.
- Set up board members with access to files and email and monitor new appointments from the Governor's Office.
- Prepare new board member correspondence and create board member identification cards.

Duty 5

**General Summary of Duty 5**

**% of Time 10**

Perform other duties as assigned

**Individual tasks related to the duty.**

- Perform other duties as assigned.

Duty 6

**General Summary of Duty 6**

**% of Time \_\_\_\_\_**

**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.**

Responding to telephone, mail, and email inquiries from the public, other departments, internal bureau, professional associations, board members, and external agencies. Answering correspondence, providing follow-up on projects and pending issues for the Division Director. Processing expenditures, handling routine duties for which established procedures exist.

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

Potentially sensitive or confidential matters, issues which need policy direction, issues for which no established procedures exist.

**18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Routine office environment. No adverse or unusual physical demands

**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. (If more than 10, list only classification titles and the number of employees in each classification.)**

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
|-------------|--------------------|-------------|--------------------|
|             |                    |             |                    |
|             |                    |             |                    |
|             |                    |             |                    |
|             |                    |             |                    |
|             |                    |             |                    |

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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?**

To provide executive secretarial support for the Director of the Licensing Division. Responsible for coordinating all information files, providing unit coordination, statistical information, and overall support services.

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

The location of the position was updated. The supervisor and second line supervisor were updated.

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

The division is responsible for the licensing of 13 professions and occupations and support for two Governor appointed boards. The position provides executive secretarial support to the Division Director.

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:**

Executive Secretary E10

Five years of office experience involving administrative support practices, including two years equivalent to advanced (8) level administrative support work, Secretary E8, or Legal Secretary E8; or, one year equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Excellent organizational skills, familiarity with word processing and other office computer software applications, ability to solve problems independently, ability to use discretion and good judgment in all areas of work, ability to maintain confidentiality on politically sensitive matters and management responsibilities. Effective verbal and written communication skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None required

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

*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's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**