

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. SECRTYAN36R

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DNR-NATURAL RESOURCES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> SECRETARY-A	<b>10. Division</b> Wildlife
<b>5. Working Title (What the agency calls the position)</b> SMR East Secretary	<b>11. Section</b> Southeast portion of the Southern Michigan Region
<b>6. Name and Position Code Description of Direct Supervisor</b> ROBISON, JOSEPH D; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> THOMPSON, SARA M; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 3580 State Park Drive, Bay City, MI 48706 / Monday - Friday 8:00 a.m. - 5:00 p.m.

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

The function of this position is to perform as a management assistant responsible for providing complex technical support for the east portion of the Southern Michigan Region (SMR) of the Wildlife Division in a variety of areas, including but not limited to, assisting with noncareer hiring and timesheet tracking, supporting timber sales, and division level priorities and events. The position functions as a liaison between the Southern Region Manager, Field Operations Managers, and field staff covering a 17-county area in southeast Michigan. These counties include Bay, Genesee, Hillsdale, Huron, Jackson, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, Saginaw, Sanilac, St. Clair, Tuscola, Washtenaw, and Wayne Counties. This position will provide backup assistance in registering animals and collecting biological data from hunters and trappers. This requires thorough knowledge of current hunting rules and regulations.

**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: 50**

Perform complex assignments, technical support and assistance for the east Southern Michigan Regional Supervisor and Field Operations Managers on a variety of programs. This position functions as the regional administrative liaison for the Wildlife Division and the field staff within the east portion of the SMR.

**Individual tasks related to the duty:**

- Compile, organize data, and prepare monthly vehicle reports for the region.
- Submit yearly seasonal vehicle orders for the east SMR based on regional needs.
- Compiles, reviews, develops and monitors field unit financial expenditure reports from various databases.
- Coordinate with WLD budget staff for budget needs, errors, allocations, and fund transfers.
- Compile area accomplishment reports.
- Act as the liaison between the eastern SMR and Field Operations Managers, ensuring effective communication, clarification of work instructions, and timely collection of required reports (e.g., Accomplishment Directives) from regional staff.
- Coordinate FOIA request responses for the region.
- Maintain regional calendars for all staff, meetings and appointments.
- Keep informed and serve as back up for compiling and reporting DMAP and deer out of season permit yearly reports.
- Order and maintain wildlife related supplies.
- Communicate and distribute Wildlife and Department regulations and policies to the public and staff
- Prepare and edit reports.
- Disseminate and track policy, procedures, and / or project deadlines.

**Duty 2**

**General Summary:**

**Percentage: 20**

Serve as the eastern SMR point of contact for Wildlife Employee Services Unit (ESU) to coordinate hiring of noncareer positions. Process Wildlife Division time and attendance for the eastern SMR.

**Individual tasks related to the duty:**

- SIGMA payroll, including time entry for all noncareer wildlife assistants (NCWA) and state workers (STW), auditing and approving timesheets for full time employees within the east SMR.
- Track all seasonal employee hours to ensure they are within the work plan designation and union contracts for current and future work planning purposes.
- Assist with seasonal noncareer hiring to process 20-60 NCWA stationed throughout 13 offices. This may include assisting with seasonal staffing needs, coordinating the screening of candidates, interviewing, drug screening and assuring timely processing of new hire paperwork.
- Process departures for NCWAs via a QOL004 form (departure form) timely.
- Maintain all selection and personnel files according to the retention and disposal schedule.

**Duty 3**

**General Summary:**

**Percentage: 15**

Responsible for administrative coordination of the DNR's Timber Sale Program for the Wildlife Division in the east SMR.

**Individual tasks related to the duty:**

- Coordinate the administrative work required for timber sale contract administration. Complete administrative type work.
- Assist in the preparation of timber sale contract(s) by utilizing attention to detail to ensure correct, date, amount figures and specifications or contracts.
- Proficient in the Vegetative Management System (VMS) and T-sale program.
- Responsible for the processing and receipting of all contact payments, amendments, penalties, extensions, closures, and completions by verifying checks, and examining all contracts thoroughly.
- Deposit and track contact payments to ensure compliance with current department cash/check handling policies and procedures. Process cash bonds advising supervisor / Lansing TSS of status.
- Review all proposals and create timber sale prospectuses which are sent to potential bidders to ensure accuracy.
- Conduct timber sale bid openings, review submitted bids for verification of producer information, workmen's compensation and accuracy of bid amounts and totals.
- Compile and check all bid results, enter all data and execute contracts into VMS programs as required.
- Compile reports keeping track of expiration dates of all timber sale contracts and timber sale contract performance, along with use permits and trespasses.
- Compose letters and provide necessary forms and instructions to timber producers concerning contract status and payments.
- Sell, receipt, and deposits monies for fuelwood permits in VMS.

**Duty 4**

**General Summary:**

**Percentage: 10**

Support Division-level priorities and events

**Individual tasks related to the duty:**

- Assist with planning Division-level meetings
- Assist with coordinating complex events throughout the Division.
- Take notes for Division meetings, as needed
- Partner with other Division secretaries to ensure consistent delivery of programs and policies throughout the Division

**Duty 5****General Summary:****Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Assist with the Developing, planning, and implementing of special projects.
- Actively participate in the collection of wildlife registrations and deer station activities, including collecting various biodata and samples as directed by wildlife administrative directives, when needed.
- Attend training as requested
- Act as a backup for the executive administration assistant as needed

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

This position must be able to work independently and use considerable personal judgement. The employee will have direct contact with the field staff, gaining information needed for reports. This position must determine the best method for managing a diverse knowledge base and resources, including setting up and maintaining files, dealing with the public and inquiries from other agencies and divisions within the Department. Office management must be handled to support the Department and Division policies, procedures and goals. All field staff and the timeliness of complete reports are affected by this position.

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

Any situation where policy is not clear, or procedures require supervisor's approval.

**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.**

Daily work is typically performed in an office setting and extensively on a personal computer, however there are times when travel is necessary. This position must require the ability to provide comprehensive technical support on a wide variety of administrative functions often under tight deadlines that overlap.

**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):**

- |   |  |
|---|--|
| <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 direct assistance and administrative support to the Southeast portion of the Southern Michigan Region Supervisor. This will also include providing support for the Field Operation Managers as they carry out Wildlife Programs.

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

Since the last PD review the Wildlife Division has restructured creating new regions and responsibilities for secretaries within the division. The percentage of all duties has been adjusted to reflect accurate time spent on each duty. The timber sale program in the newly identified Southern Michigan Region has been added as a stand-alone duty due to the precision and detail required to assist with contract administration, this is reflective in duty 3. Duty 2 has been pulled out of duty 1 due to the increasing changing requirements of noncareer hires including but not limited to contractual hour limitations and safety sensitive duties requiring test designation nomination. The previous duty 2 – provide general assistance to field staff, the public, and other DNR staff on a variety of programs – has been absorbed through specific tasks within the existing duties.

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

The function of this position is to provide the most complex technical support for the Southeast Lower Peninsula Wildlife region in a variety of areas. The position functions as the liaison between the Southeast Region Manager, the Field Operation Managers and the professional and field staff throughout the Southeast portion of the Southern Michigan Region., a 17-county area in Southeast Michigan. These counties include Bay, Huron, Tuscola, Saginaw, Sanilac, St. Clair, Lapeer, Genesee, Livingston, Oakland, Macomb, Wayne, Jackson, Washtenaw, Monroe, Lenawee, and Hillsdale counties. In addition, this position will provide backup in registering animals and in collecting biological data from hunters and trappers. This also requires a thorough knowledge of current hunting rules and regulations.

This position will assist Southeast portion of the Southern Michigan Region Managers with staff to accomplish wildlife management goals, division GPS goals, and objectives, coordinate filed directives, administrative policies and procedures, as well as occasionally assist with Division-level priorities.

**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 administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two years equivalent to experienced E7-level administrative support work, or equivalent to a Secretary 7, or Legal Secretary 7.

OR

Four years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update transactions is an essential part of the work, including one year equivalent to advanced 8-level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to interpret hunting regulations and land use rules to the public in an area where hunting by permit only rules are very complex compared to the rest of the state, including other less complicated managed waterfowl areas.
- Ability to handle effective communication via telephones and in person between supervisors and field staff and the public at the same time.
- Ability to engage in and accurately address several job actions at the same time.
- Ability to type reports, create and modify spreadsheets and databases along with data entry.
- Ability to organize work.
- Ability to work with staff ensure records and reporting formats are completed, timely and made available to the supervisor for approval as needed.
- Ability to complete the identified process for all forms of wildlife species registrations and enter data electronically as instructed.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Driver's License

**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.

n/a

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

ALLISON MARSTON

\_\_\_\_\_  
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