

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 DEPARTMENT OF STATE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Human Resources
5. Working Title (What the agency calls the position) Administrative Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor PRESTAGE, ROCHELLE; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor ANDERSON, CHRISTINA H; SENIOR CHIEF DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 430 W Allegan St Lansing, MI / Monday-Friday, 8:00 a.m. to 5:00 p.m.
14. General Summary of Function/Purpose of Position This position serves as the Human Resources Specialist providing support to the Michigan Department of State (MDOS) Human Resources team. Reporting to the HR Director, this position provides specialized administrative tasks, ensuring that the HR office environment remains productive and efficient. This position will provide high-level administrative support to the Human Resources Director and assists with a variety of HR-related tasks. This role requires exceptional organizational skills, a high degree of discretion, and the ability to handle sensitive and confidential information with professionalism. The ideal candidate is proactive, detail-oriented, and comfortable managing a fast-paced and dynamic work environment.	

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: 35**

Serves as the Administrative Specialist within the HR division at MDOS.

Individual tasks related to the duty:

- The position will assist with the HR department operations, including onboarding logistics
- Partner with hiring Managers on the onboarding of new employees
- Assist with the making updates to the employee handbook and annual policy review
- Compile data and reports as needed
- Coordinate internal meetings and employee functions for the HR team and HR Director.
- Coordinate supply orders for the HR Office.
- FOIA Coordinator and responder
- Monitor and reconcile budget expenditures and purchase card activity
- Prepare meeting minutes and maintain electronic filing system
- Check OHR emails and distribute messages
- Assist with travel, conference and event scheduling and logistics

Duty 2

General Summary: **Percentage: 35**

Serve as the technology coordinator for programs affiliated with HR.

Individual tasks related to the duty:

- Responsible for assigning and monitoring completion of performance reviews within the NEOGOV system.
- Serve as the Records Manager and Local Coordinator for the MDOS HR office
- Point person for NEOGOV Remote Work Agreements
- Represent MDOS at meetings and on external committees regarding the business needs of the department
- Identify and troubleshoot technology issues impacting the HR Division
- Identify and keep current on new and emerging technology
- Utilize various computer applications to develop presentations and compile statistics relevant to the HR team
- Coordinate with internal and external vendors and service providers
- Determine the appropriate level of user access for state of Michigan computer systems.
- Oversee the maintenance of office equipment and facilities and work with DTMB and the MDOS facilities team when necessary

Duty 3

General Summary: **Percentage: 30**

Special projects and other duties as assigned.

Individual tasks related to the duty:

- Serve as lead for the Employee recognition program
- Serve on special MDOS committees as assigned
- Monitors and makes recommendations to improve efficiency of the departments processes
- Will serve as back up survey champion for bi-annual employee engagement surveys. Will assist with the completion of all pre and post work related to the survey

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

Distribution of routine reports and ensuring consistent messaging is distributed on Human Resources. Responsible for overall aspects of records management which will impact on all HR staff access.

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

Purchase card expenditures and all spending. New email communications or memos that will be sent out to all MOOS employees. Publishing content on the OHR Intranet and Share Point websites. Submitting final human resource related reports for the executive office. All office orders and bills to be paid

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.

Normal office work will require prolonged sitting at a desk using a computer. Occasionally filing and moving materials from one office space to another.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | 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 serves as the Human Resources Specialist providing support to the Michigan Department of State (MDOS) Human Resources team. Reporting to the HR Director, this position provides specialized administrative tasks, ensuring that the HR office environment remains productive and efficient. This position will provide high-level administrative support to the Human Resources Director and assists with a variety of HR-related tasks. This role requires exceptional organizational skills, a high degree of discretion, and the ability to handle sensitive and confidential information with professionalism. The ideal candidate is proactive, detail-oriented, and comfortable managing a fast-paced and dynamic work environment.

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

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

This position reports to the Division Administrator and coordinates activities for the Human Resources Division

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

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal and written communication skills.
- Professional demeanor and customer-service orientation
- Strong organizational and time management skills; ability to prioritize tasks and meet deadlines
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and HRIS systems is a plus
- Strong ability to learn State of Michigan programs such as the Learning Center, Business Objects, Content Manager, and others as necessary.
- Typing and note-taking
- Organization
- Problem solving and critical thinking
- Attention to detail
- Customer service abilities
- Time management and multi-tasking
- Flexibility and adaptability

CERTIFICATES, LICENSES, REGISTRATIONS:

NA

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.

NA

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

JENNIFER GUNSELL

4/29/2025

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