

**State of Michigan
Civil Service Commission**

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

Position Code 1. DPTLTCHEZ01R

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 LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Secretary 9	10. Division Exec Office
5. Working Title (What the agency calls the position) Management Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor Jessica Brousseau, Chief of Staff	12. Unit
7. Name and Position Code Description of Second Level Supervisor Susan Corbin, Director	13. Work Location (City and Address)/Hours of Work Hybrid / Office: 3044 W Grand Blvd Detroit, MI 48202 or 320 S Walnut St, Lansing, MI 48933 / Mon-Fri, 8am – 5p
14. General Summary of Function/Purpose of Position This position is responsible for providing management assistant functions to the Chief of Staff and Michigan Workforce Development Board. This includes, but is not limited to, calendar management, meeting/event coordination and planning, report compilation, project management support and other duties as assigned. This position requires the ability to work independently and requires knowledge of department policies and procedures, the Chief of Staff's viewpoint on subject matter and experience working in a dynamic office 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: 70

Provides management assistance to the Chief of Staff

Individual tasks related to the duty:

- Manage the Chief of Staff's calendar.
- Makes scheduling commitments for Chief of Staff for meetings, conferences and speeches and assembles related necessary materials.
- Attend meetings as requested by the Chief of Staff, track action items and ensure deadlines are met. Represent Chief of Staff when appropriate.
- Interpret and relay instructions, assignments, and follow-up on status of assignments.
- Liaison between the Chief of Staff and other LEO executives, staff, partners and stakeholders.
- Collect content for monthly Cabinet Reports for submission to the Governor's Office.
- Timekeeping, travel assistance, and expense reimbursement responsibilities.
- Editing and formatting correspondence and reports, with an eye for detail and issue consistency.
- Researching and preparing materials for managerial decision.
- Perform special projects as assigned by the Chief of Staff, including compiling research for management decisions.
- Maintains confidentiality of documents and information received.
- Keeps informed of office details and advises Chief of Staff of problems.
- Updates Chief of Staff on status of issues before scheduled meetings.
- Reviews and evaluates requests or other documents to determine if prescribed requirements are met for acceptance or approval.
- Prepares minutes of meetings from notes and/or recordings.
- Other duties as assigned.

Duty 2

General Summary:

Percentage: 30

Provides support to the Michigan Workforce Development Board (MWDB)

Individual tasks related to the duty:

- Schedule quarterly meetings, in coordination with the Department Director, Chief of Staff, Board Chair, Co-Chair and members.
- Prepare and distribute materials for board meetings.
- Manage MWDB calendar and inbox.
- Participate in board meetings and record meeting minutes, ensuring minutes are posted in a timely manner.
- All other functions related to the quarterly board meetings including, but not limited to, securing location/conference room and posting public meeting notices.
- Maintain internal MWDB Sharepoint site.
- Updates Chief of Staff on status of previous meetings or issues before scheduled meetings.
- Ensure follow up on action items.
- Completes special assignments, as requested.

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

Develops systems for calendar management, project and deadline tracking to ensure smooth operations for the Chief of Staff and Department. Interpreting policies and procedures. Process meeting and scheduling requests independently. Edit correspondence to reflect Chief of Staff and department's positions. Proofreads and corrects prepared materials for correct grammar, format, completeness, and content. Reads incoming correspondence and reports, screening those items that can be handled personally, and forwarding the rest to Chief of Staff or appropriate staff in department.

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

Report submissions, Michigan Workforce Board communications and event logistics, special projects as appropriate.

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.

The physical effort normally associated with a general office environment

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?

To provide management assistance to the Chief of Staff and Michigan Workforce Development Board.

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

No change

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

This position will contribute to the successful internal organization and coordination of departmental operations, with a focus on supporting the Chief of Staff and the Michigan Workforce Development Board.

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 7 Two years of office experience involving administrative support practices, including one year equivalent to 6-level administrative support experience. Secretary E8 Three years of office experience involving administrative support practices, including one year equivalent to experienced-level administrative support work or equivalent to a Secretary 7 or Legal Secretary 7. 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:

-Familiarity with Microsoft Word, Outlook, Excel and PowerPoint

-Excellent written and verbal communication skills

- Exceptional attention to detail
- Demonstrated ability to work autonomously and meet program deadlines with minimal oversight
- Ability to work as part of a dedicated team
- Ability to handle a multi-faceted workload
- Must be able to work in close partnership with external and internal stakeholders in professional manner

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

n/a

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.

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