

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

<b>Position Code</b> 1. SECRTYEN22R
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## 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> DOC-OAKS FACILITY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Corrections Mental Health Program
<b>4. Civil Service Position Code Description</b> SECRETARY-E	<b>10. Division</b> Northern Region
<b>5. Working Title (What the agency calls the position)</b> Secretary	<b>11. Section</b> Outpatient Mental Health Team
<b>6. Name and Position Code Description of Direct Supervisor</b> ENSING, MATTHEW D; MENTAL HEALTH SERVICES MGR-2	<b>12. Unit</b> Oaks Correctional Facility
<b>7. Name and Position Code Description of Second Level Supervisor</b> OSIER, THOMAS J; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 1500 CABERFAE HIGHWAY MANISTEE, MI 49660 (0800-1630) / 40 hours per week

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

Provide secretarial support for an interdisciplinary Mental Health Team which could include unit chief, psychiatrists, social workers, psychologists and recreational, occupation or music therapists. Duties include transcribing dictation, scheduling appointments, entry of information into all computer databases and programs as required, schedule of, attendance at and minutes of staff meetings, treatment team meetings and other meetings as required by Unit Chief. Works with the multi-disciplinary team members to meet their needs. Assist in recruitment efforts as needed. Coordinate general office duties, i.e. phone calls, mail, record keeping/filing, tracking patients, prisoner grievances, BSI/BPRS, PA 252, Training records, etc, and running reports.

**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**

Provide secretarial support to team members utilizing typewriter, computer/word processing skills, dictation equipment, copier, fax machine, etc. Establish and maintain a filing system and tracking system of OPT records/forms.

**Individual tasks related to the duty:**

- Type clinical and administration reports and forms, i.e., transcribe dictation, discharge/transfer summaries, evaluations, minutes of meetings, monthly reports and forms and memoranda from oral and written instructions as requested by supervisor or as required in Operating Procedure.
- Make copies.
- Proofread and correct prepared material for spelling, grammar, and punctuation.
- Enter information on HMIS/CMIS.
- Forward CHJ-194 (Mental Health Record) and CHJ-246 (Mental Health Referral) back to case manager after entry.
- Ensure appropriate time frames are met for TTR as outlined in operating procedure.
- Ensure appropriate time frames are met for evaluations as outlined in operating procedures.
- File various administrative reports, memos, etc.
- Keep updated mental health procedure manual. Assist Unit Chief in notifying case managers of updates/changes in documentation procedures.
- Update database regarding Prisoner Re-Entry prisoners and parole dates.
- Place Mental Health dividers and Confidentiality Forms in hard copy medical records.

**Duty 2**

**General Summary:**

**Percentage: 8**

Print and distribute reports on a daily basis and enter data on the Health Management Information System (HMIS). Enter same information into database.

Print and distribute INSYTE reports weekly.

**Individual tasks related to the duty:**

- Responsible for printing reports (HC-111, HC-121, HC-141, HC-161, HC-171, HC-261, HC-262, HC-271 and HC-281) daily and/or weekly. Review for necessary follow up or forward to the appropriate team member for review.
- Enter data for the CHJ-246, CHJ-194 & HCC data in the Mental Health Tracking System (MHR/REF/HCC screens).
- Enter information from MHR's into team database and run reports on same for monthly reports or as needed.
- Review HC-161 and HC-281 for patient referrals and transfers into facility. Assign case manager if required and forward patient information on to same. Maintain and monitor the various HMIS reports to keep patient caseload information current.
- Assign patient to case manager under direction of the Unit Chief/Supervisor.
- Schedule appointments for appropriate clinician under the direction of the Unit Chief/Supervisor.
- Run INSYTE reports weekly noting those that are for facility/team and distribute to clinicians

**Duty 3**

**General Summary:**

**Percentage: 10**

Act as Involuntary Treatment Hearing Coordinator for all PA 252 hearing required for team's prisoners. Coordinate and schedule hearing, appoint panel and advisor, prepare paperwork and distribute, track initial, 90 and 180 hearings.

**Individual tasks related to the duty:**

- When notified of need for hearing, check timelines, appoint panel and advisor; schedule hearing.
- Notify Regional Director/secretary of need for hearing and get hearing number.
- Prepare all necessary documents per Operating Procedure.
- Inform panel and advisor of their roles and duties. Inform custody staff of hearing and need for transport of inmate.
- Coordinate hearing, including taping of same. Distribute documents before and after hearing appropriately.
- File PA 252 documents in medical record.
- If hearing decision is appealed, when appeal is returned arrange for advisor to distribute to prisoner.
- Track hearings and follow-up hearings, when documentation required to be submitted, notify staff via e-mails of need to begin evaluating and documentation requirements for hearings.

**Duty 4**

**General Summary:**

**Percentage: 10**

Answer telephone, handle mail and other related duties as assigned by the supervisor. If unable to provide information, refers call to the appropriate staff person who can provide the information or take message and pass it on to the appropriate person. Any information provided on the telephone will be consistent with Department's policy as well as supervisor's viewpoint while being cognizant of the need for privacy.

**Individual tasks related to the duty:**

- Open, sort, scan and distribute incoming mail daily. Mail outgoing mail daily.
- Receive and place telephone calls.
- Answer incoming telephone calls, takes messages, refer phone calls to appropriate staff; know confidentiality policy.
- Screen calls and answer inquiries requiring a knowledge of policy and procedure and supervisor's viewpoint.
- Call for service on equipment (i.e., printer, computer, phones, copier, fax) when malfunctioning or for general maintenance. Maintain equipment.
- Order supplies and treatment materials for office and therapy needs using procurement request/A60/Main processes.
- Check status of orders periodically and verify receipt.
- Receive prisoner grievances via mail/in person; log grievance on spreadsheet; forward to appropriate person for response; receive response back; finalize grievance on log; copy and distribute to Recipient Rights, Grievance Coordinator and file. If response not received timely, check on status to keep moving through the process.

**Duty 5**

**General Summary:**

**Percentage: 15**

Schedule appointments for medication reviews for psychiatrist and review medical record after appointments. Assist clinicians in scheduling of appointments. Schedule Treatment Team Review appointments.

**Individual tasks related to the duty:**

- Schedule follow up appointments in EMR scheduling based on orders and/or progress notes.
- Enter all clinicians call outs into the OMNI Call Out Program.
- Track and schedule appointments for Treatment Team Reviews; enter into OMNI Call Out Program.

**Duty 6**

**General Summary:**

**Percentage: 7**

Timekeeping and maintaining employee records. Orientation scheduling of new employees. Submit LEIN requests. Perform related work as assigned by the unit chief. Other duties as assigned. Assist in procuring passwords/log ins for staff on team.

**Individual tasks related to the duty:**

- Ensure employees complete payroll timely.
- Submit all pertinent materials to Human Resources on employees as needed.
- Maintain and periodically update mobilization call-in log with confidential information on employees (name, phone number).
- Keep informed of return to work dates on employees who are on medical leave and inform unit chief of changes.
- Request passwords, user ID's and keys for new employees.
- Maintain record of employee training; notify Unit Chief when training is not completed.
- Perform tasks allowable under the Civil Service Classification description, as assigned.
- Maintain drug and alcohol free condition at work as required by policy and provide necessary test samples when required.
- Comply with lawful request from custody authority during mobilizations or other emergencies.
- Track BSI/BPRS when needed and if turned in.
- Assist with CARF required documentation submission.
- Assist Unit Chief with submission of Stats for Monthly Report.

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

The person in this position functions independently. Refers emergency and information calls on inmates to the appropriate staff person. The position deals with a great amount of confidentiality and requires extensive knowledge of the laws, policies and procedures relating to such. The decisions made by this person affect the entire Team. This person often responds on behalf of the Unit Chief/Supervisor, whose busy caseload does not always allow him/her to be readily accessible.

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

Decisions regarding personnel issues or specific confidential information. At times, the priority of the work will be determined by the Unit Chief/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.**

Physical activities include: considerable sitting; some standing, walking, reaching, lifting, carrying; minimal bending. This position is located inside the security perimeter of a prison facility and has daily contact with prisoners resulting in the potential for physical harm and possible exposure to communicable disease.

**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):**

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?**

Secretarial support, control of documents, center of communication, and control of the flow of communication.

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

No changes. Position vacated and to be posted.

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

To provide mental health services to prisoners experiencing more severe mental illness. The position supplies support to staff delivering the services and coordinates communications.

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

**EDUCATION:**

Educational level typically acquired through completion of high school.

**EXPERIENCE:**

Secretary E8:

Three 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 one year equivalent to experienced-level administrative support work or equivalent to a Secretary 7 or Legal Secretary 7.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of general secretarial rules, computer/word processing skills, good organizational skills and dictation skills.

**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.**

N/A

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

HOLLY HAYWOOD

5/6/2026

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