

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

Position Code 1. EXCSECEE97N
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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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Economic Stability Administration
4. Civil Service Position Code Description EXECUTIVE SECRETARY-E	10. Division Disability Determination Service
5. Working Title (What the agency calls the position) Executive Secretary	11. Section
6. Name and Position Code Description of Direct Supervisor LUND, KRISTEN E; SOCIAL SERVICES DIVISION ADMIN	12. Unit Administration
7. Name and Position Code Description of Second Level Supervisor FOUNTAIN, TRACEY L; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 701 Elmwood, Traverse City, MI 49684 / 40 hours

14. General Summary of Function/Purpose of Position

Is responsible for support and executive secretarial functions to assist the director of the Area Office. The office has a large geographical area and the breath of independent judgment is considerable. Responsible to understand and represent the Area Administrator's point of view on a wide range of issues. Handles highly confidential documents and personnel issues. Adheres to Civil Service, DHHS, Disability Determination Service and Social Security Administration programs, policies and procedures.

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

Provides executive support to the Area Administrator. Acts on the behalf of the Area Administrator in performing duties necessary to the functioning of the office. These duties require independent action based on knowledge of the Area Administrator's position on issues and the incumbent's knowledge of Civil Service, DHHS, Disability Determination Service and Social Security Administration programs, policies and procedures.

Individual tasks related to the duty:

- Is familiar with the Area Administrator's point of view and conveys it to other individuals and groups, within the office, the agency and the community. Attends meetings and represents supervisor's points of view when the Area Administrator is unavailable.
- Acts as liaison between the Area Administrator, subordinates and others. Conveys directions and assignments and follows up to obtain status.
- Responsible for the office's hiring process. Actively pursues qualified applicants to obtain a large qualified application pool. Follows procedures for vacancy driven and applicant pool positions; handles all correspondence with applicants, including composing responses to inquiries. Interprets and explains procedures to applicants. Trains managers who are on the interview panel to assure adherence to DHHS and Civil Service hiring policies and procedures. Works closely with DHHS OHR liaison. Gathers all documents and forwards to OHR for final approval.
- Manages all travel arrangements for the office. Explains and interprets travel rules and regulations, obtains out of state travel approval, gathers proper documentation and submits vouchers for payment.
- Independently assesses office equipment needs, researches specifications, determines budget and cost allowances, prepares itemized analysis and presents to Area Administrator with purchase recommendations.
- Plans and coordinates arrangements for professional conferences.

Duty 2

General Summary:

Percentage: 35

Performs secretarial functions for the Area Administrator.

Individual tasks related to the duty:

- Reviews incoming correspondence, including items of a confidential or sensitive nature. Determines priority, takes action, which includes referral to Area Administrator, assignment to another individual, or responds to/takes other independent action.
- Types memos, letters, including disciplinary, personnel and other confidential correspondence.
- Receives visitors and phone calls. Determines the priority and either responds for the Area Administrator, expressing his viewpoints, arranges for a meeting/call with the Area Administrator, or refers to another individual.
- In the Area Administrator's absence, accesses the Area Administrator's email, reviews messages, determines priority and takes action, including assignment to another individual, responding or taking other independent action. Briefs Area Administrator on activities and developments.
- Prepares and maintains office files, including confidential grievances and arbitration records and office records on hiring and promotions. Organizes, updates and purges confidential/non-confidential files.
- Updates and maintains the Area Administrator's calendar as needed.
- When given an assignment, independently researches information using resources available, including the Inter/Intranet, DDS, DHSS and SSA policies and procedures and other sources as applicable. Interprets and analyzes the information and organizes into appropriate formats (e.g., graphs/charts) to best present the information.
- Prepares meeting agendas and takes confidential minutes of meetings.

Duty 3

General Summary:

Percentage: 30

Performs a variety of other duties as assigned by the Area Administrator.

Individual tasks related to the duty:

- Audits office phone billings, independently determines if calls are appropriate, and summarizes calls which are known to be personal or are suspicious in nature. Makes copies of the calls in question, meets with appropriate supervisors to provide direction and resolve questions, and follows up to assure appropriate action has been taken.
- Coordinates staff training, scheduling with trainer and staff, prepares attendance lists, and makes arrangements for training rooms.
- Acts as a backup to one secretary who reports to the Regional Manager.
- Prepares payroll, conducts orientations for new hires and performs other secretarial duties as needed.

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

Determine when priorities and deadlines should be changed, whether information is of a confidential nature using knowledge of Area Administrator's views, determines whether correspondence, inquiries and tasks should be assigned to office staff. Also interprets DDS, DHHS and SSA policy. Decisions affect the work and assignments that are done by office employees, including the timeliness and quality of service that is given to internal and external customers. The disclosure of confidential information is also affected. The consequences for these decisions can be great. For example, an inquiry from a congressional office or from the media, if not addressed promptly, could have great negative impact on the public's perception of the department. Also, confidential information disclosed inappropriately could violate the Privacy Act.

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

Written correspondence if there is a threat of legal action; expenditure of funds, if other than ordering routine office supplies.

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.

Light office work, occasionally lifting and moving a box of photocopier paper.

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):

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

Provide executive support to the Area Administrator. Acts on the behalf of the Area Administrator in performing duties necessary to the functioning of the office. These duties require independent action based on knowledge of the Area Administrator's position on issues and the incumbent's knowledge of Civil Service, DHHS, Disability Determination Service and Social Security Administration programs, policies and procedures. Perform secretarial functions for the Area Administrator.

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?

The Area Office is responsible for the administration of the Social Security Disability and Supplemental Security Income Programs in a large geographical area of the state. This position provides executive assistance and secretarial support to the Area Administrator.

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:

As per the Civil Service Job Specifications, along with:

Ability to maintain confidentiality and use diplomacy, discretion and judgment in disclosing information. Considerable knowledge of Civil Service, DHHS, Disability Determination Service and Social Security Administration programs, policies and procedures. Ability to interpret policies, rules and regulations. Ability to make decisions and communicate them effectively. Ability to deal with staff, contractors and customers with skill and tact. Ability to apply the department's mission, vision and values to make executive support decisions. Ability to direct, review and evaluate the work of other employees as required.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

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.

LORA ADEE

Appointing Authority

7/7/2025

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