

**State of Michigan
Civil Service Commission**

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

Position Code

1. EXCSECEF70N

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Field Services (BFS)
4. Civil Service Position Code Description EXECUTIVE SECRETARY-E	10. Division Transportation Systems Management & Operations (TSMO)
5. Working Title (What the agency calls the position) Executive Assistant to the Engineer of Transportation Systems Management & Operations (TSMO)	11. Section
6. Name and Position Code Description of Direct Supervisor ZIMMER-JANECZKO, KIMBERLY; STATE DIVISION ADMINISTRATOR	12. Unit Administration
7. Name and Position Code Description of Second Level Supervisor GUTTING, JASON; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 8885 Ricks Road, Lansing, MI 48917 / M-F, 7:30am-4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as the executive assistant to the Engineer of Transportation Systems Management & Operations (TSMO), TSMO Division, and lead secretary of the Division administrative support team and provides backup to all members of the team. Acts as liaison between the Engineer of TSMO and Division staff, Department staff, governmental agencies, and the public. Performs secretarial duties which require a high degree of confidentiality, diplomacy, and a wide range of knowledge of the Division and Department's goals and functions. Wherever possible, identifies, recommends, and implements improvements in the work methods and materials utilized in the position. Assumes responsibility of the Senior Executive Management Assistant (SEMA) to the Bureau of Field Services Director, and other Bureau Leadership Team members, as needed and directed. Provides other administrative support duties and special assignments as requested.

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**

Liaison and administrative support for the Engineer of TSMO.

Individual tasks related to the duty:

- Act as liaison between the Engineer of TSMO and Department management and staff, Division managers and staff, legislative offices, other state agencies, local governmental agencies, and the general public by providing or securing information as needed in special situations or as a matter of carrying out the daily activities of the Division.
- Answer inquiries and respond to concerns using knowledge of supervisor's viewpoint.
- Advise the Engineer of TSMO of concerns and important matters as they apply to the functions of the TSMO Division.
- Analyze and make recommendations to the Engineer of TSMO to improve and streamline workflow in own area and others.
- Coordinate SIGMA functions (e.g., timekeeping, SIGMA financials, etc.) for the TSMO Division and in coordination with the Bureau SEMA.
- Coordinate Engineer of TSMO's calendar to schedule and rearrange as necessary any appointments, meetings, conferences, etc.
- Develop agendas and take minutes for meetings and committees.
- Review, proof, process, and track forms, following Department guidelines (including, not limited to training requests, out of state travel, meal requests, 1127s, phone requests, Ethical Standard, Alternate Work Schedule, etc.).
- Confidentiality is required for all above tasks.

Duty 2

General Summary: **Percentage: 35**

Lead secretary for TSMO Division administrative support team.

Individual tasks related to the duty:

- Review and interpret Department procedures and provide instructions to Division administrative support staff, as well as general staff.
- Establish standards for Division correspondence.
- Review and edit all outgoing correspondence and material, some confidential in nature, including ensuring uniformity in formatting, procedure requirements, inclusion of necessary background information, etc. Prepare for signature and/or approval of the Engineer of TSMO, Bureau Director, and/or Director.
- Analyze and implement best practices and procedure changes for the Division administrative support staff.
- Set up, control, and archive files per Michigan Department of Transportation (MDOT) and Department of Technology, Management, and Budget (DTMB) Retention Schedules.
- Coordinate work with the Bureau SEMA.
- Serve as backup for the administrative support staff for various sections within the Bureau.

Duty 3

General Summary: **Percentage: 10**

General incoming Division correspondence.

Individual tasks related to the duty:

- Review and determine distribution of all mail directed to the Engineer of TSMO or undesignated to the Division.
- Route urgent correspondence, verbal requests, information, and documents to appropriate staff; follow up as needed.
- Determine priority and follow up on requests to ensure compliance.
- Keep computer log of designations, due dates, and response dates.
- Brief the Engineer of TSMO on important issues as they arise.
- Support TSMO Division's internal webpages on SharePoint by updating, posting, and creating information on the site.
- Update and maintain Division files for the Engineer of TSMO including, but not limited to, staffing, travel, meetings, etc.
- Confidentiality required for all above tasks.

Duty 4

General Summary: **Percentage: 10**

Conferences, meetings, and travel.

Individual tasks related to the duty:

- Prepare documents related to policies and procedures, meeting minutes, confidential discussions, and correspondence with government agencies and the general public.
- Initiate letters, memoranda, and perform special assignments as required.
- Compile reports and information for Department management.
- Maintain tracking documents of conferences and travel.
- Schedule meetings with other divisions within the Department, specifically for the Engineer of TSMO's assigned committees, etc.
- Coordinate all relative tasks pertaining to Division conferences, meetings, and travel including paying registration fees, making room reservations/room blocks, reviewing/editing/completing in-state and out-of-state travel arrangements, preparing itineraries, agendas, etc.
- Coordinate various conference activities for the TSMO Conference, etc.
- Coordinate all travel needs for the Engineer of TSMO. Maintain all travel records.

Duty 5

General Summary:

Percentage: 10

Miscellaneous duties.

Individual tasks related to the duty:

- Serve as a timekeeper responsible for the timely review and approval of employee timesheets ensuring compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures and ensuring accurate coding. Remain available throughout payroll processing and continuously run payroll queries to ensure all timesheets are timely completed and submitted through to the Office of Human Resources. Review and ensure equipment usage is tracked and entered appropriately. Assist employees with timesheet corrections.
- Serve as the TSMO Division Forms Coordinator which includes, but is not limited to, reviewing proposed changes to forms/reviewing requests for new forms and coordinate with the Department's Forms Unit to complete the request.
- Serve as TSMO Division cell phone coordinator which includes, but is not limited to, tracking and processing cell phone orders, repairs, replacements, and accessories.
- Maintain spreadsheet of each employee's work schedule. Keep copies of Alternative Work Schedule Request forms.
- Manage spreadsheet tracking of licenses (e.g., Professional Engineer licenses), for direct reports of Engineer of TSMO.
- Other duties as assigned.

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

Screens incoming calls and correspondence and answers directly or routes to appropriate staff, being sensitive to confidential information. Provides information to Department/Bureau Management Team using knowledge of Engineer of TSMO's viewpoint. Wherever possible, identifies, recommends, and implements improvements in the work methods and materials utilized in the position. Those affected by the decisions made are the legislature, the public, local public agencies, bureau management, and Division staff.

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

Responses to final course of action on complex or political projects. Scheduling which overrides administrator's or manager's previous commitments.

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.

Work typically associated with an office environment including remaining in a stationary position for long periods of time and extensive use of a computer. Position may require availability outside normal working hours and possibly some travel, based on operational needs.

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?

This position serves as the executive assistant to the Engineer of TSMO, TSMO Division staff, and lead secretary of the Division administrative support team and provides backup to all members of the team. Acts as liaison between the Engineer of TSMO and Division staff, Department staff, governmental agencies, and the public. Perform secretarial duties which require a high degree of confidentiality, diplomacy, and a wide range of knowledge of the Division and Department's goals and functions. Wherever appropriate, identifies, recommends, and implements improvements in the work methods and materials utilized in the position. Assumes responsibility of the SEMA to the Bureau of Field Services Director and other Bureau Leadership Team members, as needed and directed. Provides other administrative support duties and special assignments as requested.

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?

TSMO Division is responsible for ensuring the Department increases highway safety and reduces congestion by improving day-to-day operations. This is achieved by implementing operational strategies, leveraging innovative technologies, and coordinating efforts with partners and stakeholders. TSMO provides statewide leadership to ensure quality focus and customer satisfaction in transportation operations. This position serves as the executive assistant to the Engineer of TSMO.

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:

Knowledge of:

- Functions of the Department.
- Correct English usage, spelling, punctuation, grammar, proofreading, and editing.

Skill in:

- Various computer programs (e.g., Microsoft Office Suite, Power/Kofax PDF, SIGMA, etc.).

Ability to:

- Communicate effectively.
- Prioritize and organize work.
- Exercise good judgment.
- Make accurate decisions.
- Handle stress.
- Provide quality work.
- Perform within deadlines.
- Schedule meetings/appointments and take minutes when required.
- Train and direct other administrative support personnel.

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.

CHRISTINA TIJERINA

4/23/2026

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