

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

Position Code 1. EXCSECEI88N
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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-WAYNE COUNTY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) ESA
4. Civil Service Position Code Description Executive Secretary-E	10. Division Wayne County
5. Working Title (What the agency calls the position) Executive Secretary E10	11. Section Central Administration/Director's Office
6. Name and Position Code Description of Direct Supervisor COOPER, RAYMOND, SOCIAL SERVICES DIVISION ADMIN 17	12. Unit
7. Name and Position Code Description of Second Level Supervisor DENSON-SOGBAKA, NICOLE T; SOCIAL SERVICES DIVISION ADMIN 17	13. Work Location (City and Address)/Hours of Work Hybrid Cadillac Place, 3040 W. Grand Blvd., Ste 5-650, Detroit, MI 48202 / M – F, 8-5
14. General Summary of Function/Purpose of Position Provide management assistance and secretarial support to the ESA Wayne County Deputy Director and back-up responsibilities for the other ESA Wayne County Deputy Director. Liaison between County Director, Deputy Director, District Managers, Program Managers and staff, Social Services Board, public agencies/officials, etc. Coordinate activities, complete special assignments, respond to and resolve problems, be aware of and support the County Director's viewpoints. Responsibility, independence, flexibility and the ability to prioritize are extremely important. This involves handling many confidential and sensitive materials, relevant not only to staff, but also management personnel.	

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: 60

Management Assistant to the ESA County Deputy Director. Process incoming and outgoing communications, both written and verbal. Work closely with the management team to accomplish these tasks.

Individual tasks related to the duty:

- Place and answer telephone calls, receive visitors i.e., auditors, etc., share information as appropriate or refer to proper person
- Compose letters and memoranda in response to incoming mail and calls; liaison between the Director and subordinates and transmit directives, instructions and assignments and follow up on status of assignments
- Make assignments, including giving instructions to staff and/or eliciting information or opinions from staff for responses
- Type materials for County Deputy Director from written, verbal or recorded instruction; compose documents for response or sharing of information to others such as staff, other agencies, BSC, Central Office, OHR, etc.
- Review and edit documents for accuracy
- Open and sort mail; send mail and faxes
- Log reports and communications
- Notify management of deadlines to assure timeliness
- Type all confidential evaluations, memos, disciplinary actions and grievance materials
- Calling Tree
- Develop spreadsheets
- Organizational charts in Visio

Duty 2

General Summary:

Percentage: 25

Schedule and coordinate office functions such as individual and group meetings, training sessions, and staff meetings.

Individual tasks related to the duty:

- Maintain Deputy Director's schedule to assure proper coverage is maintained. Keep him apprised of meetings, deadlines, etc.
- Prepare agendas for meetings
- Post notices, take notes and finalize minute; send pre- and post-meeting materials
- Assist when needed for Board meetings
- Bridges Security Coordinator
- Performs related work appropriate to the classification as assigned.

Duty 3

General Summary:

Percentage: 15

Maintenance of office records. Maintain County Director's communications, files, computer reports, logs.

Individual tasks related to the duty:

- Develop procedures for filing and retention of materials by local needs as mandated by Central Office
- Follow-up to appropriate staff
- Maintain current local office policies and procedures

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

Determine work priorities. Responsible and accountable for work flow; assuring time frames are met. With the varied tasks of the Executive Secretary, Liaison to District Management becomes a complex but necessary part of the job. Responsible for personal work schedule, often adjusting to meet the needs of the County Director and/or management team when necessary. Screen calls, e-mail, etc. and assure that the Director is aware of all situations that he should know about and work closely to coordinate tasks and responsibilities with the managers as well.

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

- Those issues that require a Director's signature
- Complex situations where previous experience does not indicate correct action and written procedures are not available
- Many of the reports and/or information that are relayed are done without the review of the Director

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.

Standing, sitting, using keyboard/computer, stooping, crouching, reaching, lifting, carrying, bending. Mental demands of this job are incredible, as there are sensitive situations involving management and staff. Normal office conditions: noise from phones, printers, fax machines, and work noise from staff.

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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|---|------------------------------------|---|-----------------------------------|
| 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?

This position is absolutely critical to the ability of the County Deputy Director to respond appropriately and in a timely manner to county responsibilities. This position must be able to understand the role of and issues pertinent to county leadership to act as a point person in the Director's absence. The level of discretion and the ability to function independent of immediate management oversight is significant.

23. What are the essential functions of this position?

It is hard to say that one duty is more important than another. They are all critical to effective and efficient local office operations. There are other areas that are also important but not necessarily identified as an essential duty. Duties 1-3 are all critical to the function. Providing assistance and support to the County Deputy Director are the essential duties of this position.

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 local office is responsible for the local implementation of all financial programs. This position serves as management assistant to the Director that oversees these programs.

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 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 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:

Good verbal/written communication skills. Ability to interpret written policies and procedures, make decisions, and take needed actions. Tact and diplomacy, excellent typing and computer skills, close attention to details, superior retention regarding verbal instructions. Ability to meet and interact with the public, stable performance under pressure. Ability to take notes in an expedient manner, ability to screen and differentiate items and issues for the Director's attention.

**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