

**State of Michigan
Civil Service Commission**

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

Position Code

1. EXCSECEI62N

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 DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description EXECUTIVE SECRETARY-E	10. Division Executive Division
5. Working Title (What the agency calls the position) Assistant to the NRC/LLAO	11. Section Legislative and Legal Affairs Office
6. Name and Position Code Description of Direct Supervisor BRUNET, CRAIG A; STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor BOWEN, M S; DIRECTOR	13. Work Location (City and Address)/Hours of Work Constitution Hall / Monday - Friday, 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

This position performs executive administrative support activities for the Governor-appointed Natural Resources Commission (NRC) and the Legislative and Legal Affairs Office (LLAO) Director. These executive support activities may be highly confidential and/or sensitive. This position will also assist other LLAO staff and Executive Division staff, as needed.

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

Executive administrative support activities for the NRC. Position frequently handles highly confidential information requiring discretion and issues with short deadlines.

Individual tasks related to the duty:

- Perform a variety of executive support activities which may be highly confidential and/or sensitive.
- Maintain complete files, including original agendas, copies of reports, background materials, copies of public statements, and records of all public appearances.
- Process travel expense reports monthly for the NRC Commissioners.
- Submit all monthly invoices for payment in a timely manner.
- Notify legislators of monthly NRC meetings.
- Assist the Policy, Compliance and Commission Manager in maintaining the NRC internet web page and post required documents according to deadlines and other requirements.
- Arrange for and coordinate meeting facilities for all NRC meetings.
- Arrange and coordinate travel and lodging accommodations for the NRC, DNR leadership and any staff pertinent to the meeting.
- Attend all NRC monthly meetings.
- Compose meeting minutes using recordings as needed.
- Assist in procurement tasks and proceedings.

Duty 2

General Summary:

Percentage: 35

Executive administrative support activities for LLAO Director. Position frequently handles highly confidential information requiring discretion and issues with short deadlines.

Individual tasks related to the duty:

- Perform a variety of executive support activities which may be highly confidential and/or sensitive.
- Coordinate office management activities for the LLAO Director.
- Compose letters and other correspondence.
- Maintain files.
- Receive incoming phone calls and visitors.
- Schedule meetings.
- Perform administrative support activities in support of the LLAO Director's role as DNR tribal coordinator.
- Complete various projects assigned.
- Other tasks, as needed.

Duty 3

General Summary:

Percentage: 15

Other duties as assigned.

Individual tasks related to the duty:

- As directed by supervisor, assist LLAO staff, Executive Division staff by answering phones, scheduling meetings, special projects, as needed.

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

This position works independently with discretion and minimal guidance. The employee is given the objective and allowed to select the means to best accomplish it. Priorities must be established by the employee and specific deadlines must be followed.

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

Highly political issues. Issues that management has expressed special concern and issues that would be precedent setting or have a major financial or other impact on the division or the department.

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.

Some lifting, sitting for long periods of time, carrying, walking, stooping. Some travel is required.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ 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?

This position performs executive administrative support activities for the Governor-appointed Natural Resources Commission (NRC) and the Legislative and Legal Affairs Office (LLAO) Director. These executive support activities may be highly confidential and/or sensitive. This position will also assist other LLAO staff and Executive Division staff, as needed.

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

Requesting to update PD with current duties/responsibilities. The position remains properly classified.

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

The NRC is a Governor-appointed commission. The LLAO is part of the Executive Division.

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:

Excellent verbal and written communications skills. Must be able to communicate and work cooperatively with the public as well as staff throughout the department. • Strong organizational skills. • Ability to prioritize work and meet strict deadlines. • Ability to work independently and exercise good judgment. • Familiar with computers and have experience with Microsoft Office programs, especially word processing and data management. • Familiar with natural resource issues.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license is preferred.

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.

LAUREN FELDPAUSCH

11/4/2025

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