

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

Position Code 1. SEMA2C32N

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 STATE POLICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Services Bureau
4. Civil Service Position Code Description SENIOR EXEC MGT ASST-2	10. Division Grants & Community Services Division
5. Working Title (What the agency calls the position) SEMA 11	11. Section
6. Name and Position Code Description of Direct Supervisor BENNETT, NANCY G; SENIOR POLICY EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor RICH, LIZABETH M; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 7150 Harris Dr., Dimondale, MI / Monday - Friday 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position provides executive assistance and administrative support to the division director of the Grants and Community Services Division. Assists in the overall operation of the division using independent judgment in making decisions. Performs administrative support duties using a high degree of confidentiality and sensitivity. Provides administrative support to division personnel. Serves as a liaison between the division director and other departmental personnel and outside agency professionals in order to expedite actions and communications and represents and relays the division director's viewpoint on specific issues. This position coordinates multiple functions simultaneously in a fast-paced environment while utilizing professional judgment. This position must function in a bias free manner.

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 administrative support to the division director.

Individual tasks related to the duty:

- Assists the division director by reading, researching, and routing correspondence, drafting letters and documents, collecting and analyzing information, helping to develop presentations, and initiating communications.
- Coordinate and facilitate the division director's schedule to arrange appointments and meetings; make travel arrangements, maintain travel records.
- Update division director on status of issues before scheduled meetings and prepares materials for meetings.
- Review and thoroughly proofread and edit documents prepared for division director's signature. Ensure documents are in accordance with MSP Style Guide, and the department's official orders.
- Research, compile, and prepare documents as requested by the division director.
- Act as liaison between division director and staff and follow up on status of assignments.
- Read and screen incoming correspondence/reports and make preliminary assessment of materials. Organizes document; handling some documents independently and responding to routine correspondence.
- Follow up with Division customers, both internal and external, to answer questions, request reports, obtain information, etc.
- Record and transcribe meeting minutes and maintain documents of such meetings.
- Assist with maintaining division internet and intranet website.
- Maintain records/files for division and division director.
- Maintain confidentiality, trust and respect of all personnel and subject issues within the division.
- Maintain and utilize division procurement card according to MSP and the Department of Technology, Management, and Budget (DTMB) rules and regulations.
- Receives and screen incoming calls and visitors, respond to inquiries and explain procedures requiring interpretation of the division director's viewpoint on specific issues.
- Utilize NeoGov to create and track division personnel and staffing transactions.
- Maintain all division bills, review for appropriateness, submit to division director for approval when required, and generate payment transactions.
- Prepare and submit travel reimbursement requests in SIGMA.
- Coordinate trainings and conferences by coordinating speaker materials, securing catering services and video conferencing capabilities when needed.
- Manage appropriate records retention schedules.
- Maintain close working relationship with division departmental technician to ensure responsibilities are all in sync.

Duty 2

General Summary:

Percentage: 30

Provide administrative support to division sections, units and staff, including document development, processing, and distribution.

Individual tasks related to the duty:

- Assist in preparation of correspondence, memoranda, reports, and other documents, as needed. Proofread/edit such documents to ensure compliance with MSP guidelines.
- Coordinate division staff travel requests and vouchers.
- Provide guidance to staff on DTMB travel rules and regulations.
- Coordinate, organize, and staff division section conferences and meetings; prepare agenda and purchase related materials as directed.
- Organize and coordinate trainings and conferences for division staff and customers.
- Review approval documents for all grant payments and initiate grant payments documents in SIGMA.
- Maintain records/files of division activities.
- Prepare and maintain tracking system for documents to ensure receipt and proper transfer.
- Review, proofread, and edit all documents developed by division staff, including material that require Bureau or Office of the Director approval.
- Distribute mail, supplies, and materials to division staff.
- Provide guidance, training, and assistance to staff with regard to proper division administrative guidelines.
- Assist division staff in preparation of state and federal reports before their due date.

- Assess division technology and equipment needs; and provide recommendations, guidance, and assistance to staff on same.
- Track and coordinate purchase and maintenance of division equipment.
- Track and coordinate purchase of supplies.
- Ensure department and state purchasing policies and procedures are properly adhered to; educate staff on same when necessary.

Duty 3

General Summary:

Percentage: 15

Assist as a liaison for the division on personnel and timekeeping issues with the Human Resources Division.

Individual tasks related to the duty:

- Provide assistance and direction to staff on time entry requirements.
- Assist staff with timesheet entry, corrections, and approvals as needed to expedite and ensure timely submittals and processing.
- Generate NeoGov requisitions for all division personnel actions including retirements, overtime requests, position establishment and backfills, working out of class, reclassification, and reorganization requests.
- Ensure proper materials and information are gathered to expedite personnel transactions.
- Create and maintain system to track personnel transactions.
- Establish and maintain good working relationships with the GCSD-assigned human relations division staff.

Duty 4

General Summary:

Percentage: 5

Other advanced secretarial duties as assigned.

Individual tasks related to the duty:

- Projects and assignments as requested by division director

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

Personal discretion is used often in handling routine work assignment issues, disposition of incoming correspondence, inquiries and telephone calls in the supervisor's absence. Decision on the importance of information to be transmitted to supervisor; must also determine in advance what date and assistance supervisor/staff will need. Work is performed independently under general guidelines from the division director. Determine the initial importance, confidentiality, and priority of inquiries and correspondence. Decisions could impact division, Bureau and other MSP staff.

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

When instructions are not clear or for interpretation of some policies and/or procedures, issues are highly sensitive or precedent setting, and/or a decision impacts departmental and/or division goals. Authorization for large purchases (new equipment, hardware, and software). Questions that require a more complex answer.

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.

This position entails routine office work including usage of a personal computer, telephone, fax, general office and audio-visual equipment. Standing, sitting, typing, writing, walking, stooping, kneeling, carrying and bending are all physical tasks that may be performed occasionally. This position will participate in meetings, occasionally requiring driving to meeting locations and transporting boxes of published material.

Stressful conditions and heavy workload at various times throughout the year. Tact, courtesy and ability to maintain composure and initiative are required.

Some in-state and overnight 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):

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

Provide confidential executive assistant support to the division director and staff to carry out the administration of federal grants within the Grants Management Section, the Prevention Services Section including the Auto Theft Prevention Authority, the Office of School Safety, and the Resource Management Unit.

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

The position has taken on division liaison responsibilities with the Human Resources Division which became necessary as use of the NeoGov system progressed for all personnel transactions.

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

The division includes four sections that vary greatly in their roles and responsibilities. These are the Prevention Services Section including the Auto Theft Prevention Authority Unit, the Resource Management Unit (warehouse), the Office of School Safety, and the Grants Management Section. The assistant is an essential position within the division, and assists with all administrative functions related to division responsibilities.

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:

Senior Executive Management Assistant 11

Six years of office experience involving administrative support practices, including three years equivalent to an advanced, 8-level, administrative support worker, Secretary E8, or Legal Secretary E8; two years equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9; or, one year equivalent to the Division Head Legal Secretary 10 or Executive Secretary E10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Advanced verbal and written communication skills, including excellent grammar, and extensive knowledge of MS Office software to include Word, Excel, Access and Power Point. Advanced knowledge of and comfort with SharePoint platform and Neogov software. Ability to maintain professional composure during periods of heavy workloads, multiple priorities, and tight deadlines. Ability to handle sensitive issues and information in a confidential manner and respect all Division staff, and ability to use appropriate discretion when necessary. Ability to understand and apply the overall mission of the office, and goals and programs of the Division within the context of secretarial support activities; ability to use appropriate judgment and discretion in handling of documents; ability to use diplomacy, discretion, and good judgment in contacts with the public when giving out information or referring callers. Ability to maintain positive working relationships with all division and department staff without engaging in any unnecessary workplace conflicts. Knowledge of correct English usage, spelling and punctuation; ability to follow instructions.

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.

ALYSSA HANSES

10/22/2025

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