

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

<b>Position Code</b> 1. SECRTYEO85R
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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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-BELLAMY CREEK FACILITY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Secretary-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> LAMBART, TODD W; REGISTERED NURSE MANAGER-4	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BUSSELL, KARMEN M; REGISTERED NURSE DIRECTOR-3	<b>13. Work Location (City and Address)/Hours of Work</b> 1727 W. BLUEWATER HWY, IONIA MI 48846 / MONDAY THRU FRIDAY 8AM TO 4:30PM

**14. General Summary of Function/Purpose of Position**

This position provides secretarial support to the Health Care Clinic including the HUM, nursing staff, medical providers, dental staff and psychological services within the Bellamy Creek Correctional Facility. This position will complete standard secretarial duties, including sorting and distributing mail, composing routine correspondence, scheduling and arranging meetings and appointments. This individual also completes special projects and other duties as assigned.

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**

**Broad scope of secretarial duties.**

**Individual tasks related to the duty:**

- Schedule locations of meetings.
- Take, transcribe and distribute minutes of meetings as directed.
- Compose correspondence and cover memos.
- Maintains all applicable logs, databases and computer programs (EHR, OMNI, DAS, MAIN, J & B Medical, A-60 supply orders, etc.)
- Generates requested reports.
- Gathers statistical data as requested.
- Enters Payroll using SIGMA and Ultra Time with supervisor review prior to submitting to HR.
- Other duties as assigned by the HUM.

**Duty 2**

**General Summary:**

**Percentage: 25**

Provides Clerical support to the HUM, Nursing Supervisor, Medical Providers, Dentist, Optometrist and nursing staff.

**Individual tasks related to the duty:**

- Assists with accounts payable by obtaining necessary back up information/documentation, verifying MDOC payment eligibility and maintaining of such records.
- Has verbal and non-verbal daily contact with various departments (Custody, Administration, Housing, Training, Maintenance, etc.) requiring knowledge of departments needs/problems and managements views on issues.
- Keep management informed of incoming correspondences, personal contact and phone calls. Discretion must be used in releasing of information due to the confidential nature of the health record.
- Complies and distributes monthly reports and special assignments.
- Sorts, opens, stamps and reads incoming correspondence to determine which items can be handled personally and distributing the rest to appropriate staff members.
- As the request of the HUM or Nursing Supervisor, maintains the grievance log, distributes copies to appropriate staff for response, type responses, obtains signature and observes time frames.
- Keeps record of current licensure for staff and equipment

**Duty 3**

**General Summary:**

**Percentage: 20**

**Scheduler for Medical Staff Providers.**

**Individual tasks related to the duty:**

- Prioritizes prisoners to be seen on a daily schedule for Medical Staff Providers.
- Assigns appointment times for Medical Staff Providers based on the number of staff available for the day.
- Maintains waiting list for Medical Staff Providers.
- Ensures that Chronic Care prisoners are seen in the timeframes indicated.
- Ensures that Annual Health Screens are seen in the appropriate timeframe to their birthday.
- Enters prisoners into OMNI (prisoner movement). Ensures paper schedules are available for Medical Staff Providers as worksheets.
- Maintains waiting list for optometry and completes a scheduled based on the dates provided by the Optometrist. Enters prisoners into OMNI and pulls medical records for Optometrist. Reviews kites for Optometrist in regards to co-pay policy. Moves "today's orders" in the EPM (prisoner scheduling) to the appropriate date for scheduling as indicated by the medical staff ordering the appointment. These include Medical Providers, nursing, optometry, radiology and chart reviews.-serves as back-up to GOA with this duty.
- Maintains the wait list of orders for radiology services-serves as back-up to the GOA.

**Duty 4**

**General Summary:**

**Percentage: 5**

Additional tasks as assigned.

Individual tasks related to the duty:

- Completes transport details for emergency situations for prisoners going to the hospital by car or ambulance. Delivers to Custody administration for signing and then Control Center.
- Attends weekly Case Management meetings.
- Attends PIP when scheduled.
- Loose filing daily.
- Completes CBT and other training as it is assigned. Regional Health Care requires all training as the facility only requires some for non-custody staff.
- Reads and signs for PD's, OP's, etc. as mandated.
- Back up to Health Information Manager/GOA when annual leave or sick leave is used.
- Assists all Health Care staff with computer issues when needed, print set-up, e-mail, Excel, Microsoft word and others.

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

Prioritize work assignments and completes tasks in a timely manner with numerous interruptions and unscheduled urgent tasks added

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

Interpretation and clarification of policy and procedures. Assistance with decisions regarding providing information if confidentiality might be involved.

**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.**

Position is located within the secure perimeter of a correctional facility and has daily contact with prisoners. Lifting and transporting supplies, medical records and x-ray films. Standing at times to file. Computer use constant.

**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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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 secretarial support services to the health care clinic.
- Scheduling and prioritizing prisoner appointments for Medical Staff Providers. Serve as the backup scheduler for nursing and Optometry is essential.
- Maintaining statistical information for the HUM monthly report.

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

NEW POSITION

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

Position is imperative to continuity of care for patient clinic management of prisoner appointments as well as management of clinical staff time. The Health Care clinic provides medical, nursing, dental and psychological services to a population of approximately 1450 incarcerated persons. This position provides support to all of these areas to assist in providing timely, cost effective services.

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:**

**Secretary 7**

Two years of office experience involving administrative support practices, including one year equivalent to 6-level administrative support experience.

**Secretary E8**

Three years of office experience involving administrative support practices, including one year equivalent to experienced-level administrative support work or equivalent to a Secretary 7 or Legal Secretary 7.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Able to work with numbers, accurate typing skills, medical terminology as well as computer training. Knowledge of electronic medical records helpful. Good organizational skills, knowledge of departmental rules and policies.

**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.

none

*I certify that the entries on these pages are accurate and complete.*

TINA CONRAN

\_\_\_\_\_  
Appointing Authority

10/12/2021

\_\_\_\_\_  
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