

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

Position Code 1. SEMA3B33N

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-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Legal Affairs Administration
4. Civil Service Position Code Description Senior Exec Mgt Asst-3	10. Division
5. Working Title (What the agency calls the position) SEMA 13 -- Legal	11. Section
6. Name and Position Code Description of Direct Supervisor RICK, MATTHEW H; SENIOR DEPUTY DIRECTOR 20	12. Unit
7. Name and Position Code Description of Second Level Supervisor INGERSOLL, JEAN; SENIOR CHIEF DEPUTY DIRECTOR 21	13. Work Location (City and Address)/Hours of Work 235 South Grand Avenue, Lansing MI 48913 / Monday-Friday 8:00 a.m. – 5:00 p.m.

14. General Summary of Function/Purpose of Position

Serves as the management assistant to the Senior Deputy Director of Legal Affairs Administration. Perform full range of complex and confidential administrative and executive support duties for the Senior Deputy Director to ensure that the goals, objectives and mission of the agency are carried out.

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

Provide administrative and executive support for the Senior Deputy Director of Legal.

Individual tasks related to the duty:

- Read and screen incoming correspondence and reports and assess and prioritize materials. Identify issues and problems and determine whether action is necessary. Handle some matters personally by preparing response or forward appropriate materials to staff. Track referrals to completion and inform Senior Deputy Director on responses as necessary.
- Compose letters and memoranda in response to incoming mail or calls.
- Coordinate the Senior Deputy Director's calendar to arrange appointments, meetings and conferences.
- Make travel arrangements, prepare itineraries, travel vouchers, and maintain travel records.
- Establish and maintain various filing systems for the Senior Deputy Director.
- Plan, organize, and conduct intra and inter departmental planning, negotiation and strategy meetings.
- Perform a variety of executive support tasks that are highly confidential and sensitive.
- Perform related work appropriate to the classification as assigned.

Duty 2

General Summary:

Percentage: 20

Serve as liaison between the Senior Deputy Director and the Chief Administrative Officer, Chief Operating Officer, the Director, the Governor's office, legislators, other state administrators, executives, staff, and the general public.

Individual tasks related to the duty:

- Receive and screen incoming callers and visitors, determine which are priority matters and alert Senior Deputy Director.
- Provide information on agency's mission, policies and goals.
- Inform government officials and others of the Senior Deputy Director's position on issues
- Attend meetings as required

Duty 3

General Summary:

Percentage: 10

Serve as a resource person for projects assigned by the Senior Deputy Director.

Individual tasks related to the duty:

- Plan and coordinate arrangements for conferences and meetings at the request of the Senior Deputy Director.
- Track and ensure completion of projects/tasks assigned by the Senior Deputy Director.

Duty 4

General Summary:

Percentage: 10

Other work as assigned by the Senior Deputy Director.

Individual tasks related to the duty:

- Provide management assistance to Deputy Director by transmitting directions to office staff, carrying out short-term and long-term priority assignments and maintaining administrative consistency within the Administration.
- Coordinate the functions of the Office providing a smooth, professional, organized office environment for the accomplishment of the Administration's mission.

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

Accept or decline engagements on behalf of the Senior Deputy Director. Assist staff in determining when a matter should be brought before the Senior Deputy Director. Coordinate office management activities. Assist in handling sensitive, confidential and routine phone inquiries; manage the appropriate distribution of all incoming correspondence, documents and materials as well as conduct all required follow-up related to correspondence.

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

Decisions that require deviation from established policies and procedures.

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 is performed in a normal office setting requiring minimal physical effort or exertion. Extensive use of personal computer and use of a variety of office equipment 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. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 provides administrative and executive support for the Senior Deputy Director of the Legal Affairs Administration.

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 Senior Deputy Director of Legal oversees the Department's Legal office. The work area formulates and implements operational initiatives, policies and solutions related to legal issues and litigation involving DHHS. The office has the overall responsibility for advising the Department Director and other areas of the department concerning legal matters. This position serves as the management assistant to the Senior Deputy Director to ensure that the goals, objectives and mission of the agency are carried out.

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 13, 15

Four years of administrative and executive support experience equivalent to a Senior Executive Management Assistant 9, Secretary 9, or Legal Secretary 9; three years equivalent to an Executive Secretary E10, Legal Secretary 10, or Secretary Supervisor 10; or, two years equivalent to a Senior Executive Management Assistant 11, Executive Secretary 11, or Secretary Supervisor 11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of state government.

Proficient with technology sources and software programs.

Ability to maintain a high level of confidentiality and ability to exercise diplomacy, discretion, and judgment in representing the Senior Deputy Director and Agency.

Must also possess excellent verbal and written communication skills and have knowledge of secretarial practices.

**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.

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