

Position Code 1.

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

This position description serves as the official classification document of record for this position. Please complete this form 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
	Department of Environment, Great Lakes, and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Secretary-E 7/E8	Water Resources Division
5. Working Title (What the agency calls the position)	11. Section
Secretary	Field Operations Section - Lakes Michigan and Superior
6. Name and Position Code Description of Direct Supervisor	12. Unit
Laura Mathews, Environmental Manager 14	Lansing District Office - Water Quality Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Cheri Meyer, State Administrative Manager 15	525 West Allegan Street, Lansing, MI 48933/ 8:00 a.m.-5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position

This position provides secretarial support to the district supervisor and Water Resources Division (WRD) staff in the Lansing District Office - Water Quality Unit. Responsibilities include processing correspondence and documents prepared by staff; assisting with walk-in, mail-in, and e-mail permit application processing; maintaining district office files; and processing Freedom of Information Act (FOIA) requests. This position also provides clerical support to other divisions in the Lansing District Office as necessary, and assists with district office receptionist duties that are shared and rotated with other clerical staff in the office.

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 of Duty 1 % of Time 55

Provide secretarial support to the district supervisor and WRD staff in the Lansing District Office - Water Quality Unit.

Individual tasks related to the duty.

- Open, sort, and distribute incoming mail to appropriate staff.
- Assist the district supervisor in preparing responses to correspondence.
- Assist the district supervisor with generating reports using various databases.
- Screen incoming calls and route to the district supervisor or other staff as appropriate.
- Assist with hiring processes; i.e., review selection memo, forms, and letters, and prepare packets for interview panel. Confidentiality is preserved for all aspects pertaining to the hiring process.
- Edit and review for spelling, grammatical errors, content, and adherence to Department of Environment, Great Lakes, and Energy (EGLE) Correspondence Guidelines all documents generated by district staff. Use of a personal computer and appropriate software are required.

Duty 2

General Summary of Duty 2 % of Time 35

Provide office support/coordination services.

Individual tasks related to the duty.

- Maintain knowledge of word processing/computer programs, such as Word, Access, Excel, Outlook, Adobe Acrobat, MiWaters, and local area network to create, retrieve, edit, and print documents.
- Maintain knowledge in the use of computers, copying machines, printers, and facsimiles.
- File material as needed.
- Edit, review, and finalize letters, permits, and memorandums.
- Maintain tracking databases – adding/deleting on an as-needed basis.
- Assist callers and walk-ins.
- Provide clerical support to other divisions or offices, as necessary.
- Assist with district office reception duties that are shared and rotated with other clerical staff in the office.
- Provide status of applications to customer inquiries.
- Maintain district office internal and external forms ensuring that they conform to standard format and are current.
- Maintain numerous file systems for permit applications, all district permit and compliance programs, nonpoint source grants and programs, complaints, assessments, correspondence, and maps.
- Prepare files for transfer to Records Center. This includes purging, organizing, and working with staff to determine which files to maintain in the district office and MiEnviro.

Duty 3

General Summary of Duty 3 % of Time 10

Process FOIA requests.

Individual tasks related to the duty.

- Review request and determine if requested records exist. Assign specific FOIAs to compliance staff to respond; retrieve file material from internal files and the Records Center; compile and organize FOIA response material; properly redact and exempt records for release; coordinate with the WRD FOIA Coordinator; input requested materials into the FOIA database, GovQA; and mail material.

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

Decisions on setting priorities for work projects. Discretion must be used to complete the required assignments efficiently and effectively. Determine which letters, inquiries, or telephone calls to respond to directly, which to refer to staff, and which to give to the district supervisor.

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

When priorities are unclear, the interpretation of policies and procedures, or the situation has the potential for setting precedent. Attending WRD offered training. Changes or additional needs of the work unit. Changes in work schedule. Technical responses and updates on in-house WRD policies. Unresolved issues with staff or the public. Conflicts in workload demands.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

All duties are performed in a typical office environment: 60% sitting, using the computer, and answering telephone; and 40% lifting, bending, reaching, and carrying.

To be successful in this position, the following competencies have been identified as essential: Interpersonal Skills, Job Knowledge and Experience, Managing Work, Quality Orientation, and Stress Tolerance.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

21. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

22. What are the essential functions of this position?

This position serves as the secretary to the district supervisor and provides secretarial support for WRD programs administered by district staff.

Requires ability to type, review, and edit letters by applying correct English usage, spelling, and punctuation; communicate well, both verbally and in writing; use a computer, telephone, and other office equipment; sit at a desk for long periods; and maintain a calm, professional demeanor at all times. Ability to independently prioritize work and meet deadlines. Requires a basic understanding and ability to interpret DEQ and WRD rules, regulations, and policies.

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

New position.

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

The Lansing District Office - Water Quality Unit is responsible for the administration of WRD programs within the district's boundaries. This position provides secretarial support to the district staff. This position supports other EGLE divisions in the district as needed.

25. 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:

The minimum level of knowledge, skills, and abilities in computer programs such as Word, Access, Excel, and various databases. This position requires competency in communicating with customers in person, on the telephone, or through electronic formats.

CERTIFICATES, LICENSES, REGISTRATIONS:

Criminal history background check required.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.