

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

Position Code 1. SECRTRYAM72R

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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description SECRETARY-A	10. Division Assessment, School Improvement, and Systems Support
5. Working Title (What the agency calls the position) Secretary 9 Public School Academies Unit	11. Section Office of Educational Supports
6. Name and Position Code Description of Direct Supervisor HATFIELD, TAMMY A; EDUCATION CONSLTNT MGR-5	12. Unit Public School Academies
7. Name and Position Code Description of Second Level Supervisor POWELL, MICHAEL L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 608 W Allegan, Lansing, MI. 48915 / Monday - Friday 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

This position functions as a secretary providing advanced support to the supervisor, manager, consultants, and analyst in the Public School Academies (PSA) Unit and the Office of Educational Supports (OES). This person has significant responsibility in such areas as interpreting policies and procedures, including the interpretation of the supervisor's point of view; serves as liaison to staff and higher-level management; and is able to apply the mission of the unit and office to the performance of a full range of advanced secretarial activities. The duties of the position include a variety of word processing assignments, as well as data entry into databases and spreadsheets. Duties also include handling correspondence, maintaining files, establishing meeting dates and sites, making travel arrangements, maintaining school district and charter school planning grant records, handling phone calls, and performing other related duties for assigned staff in the PSA Unit.

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 management assistance and advanced secretarial support to assigned unit managers including correspondence-related services, meetings, workshops and travel arrangements.

Individual tasks related to the duty:

- Make scheduling commitments to include arrangements for statewide workshops/conference sites, including the preparation and processing of necessary paperwork.
- Update management on status of issues before scheduled meetings.
- Act as the unit Freedom of Information Act (FOIA) Coordinator.
- Attend department-sponsored training and informational meetings and provide reports to management.
- Assist in creating and revising forms, propose procedures, formats and standards for office correspondence.
- Read incoming correspondence and reports, screening those items that can be handled personally and forwarding the rest to the unit supervisor, manager, or other appropriate staff members.
- Serve as a liaison between the supervisor, manager, and staff by transmitting information, explaining appropriate work instructions, and following up on assignments.
- Assist in the study of office operations and services and provide input recommendations for improving efficiency and the economy of operations; make recommendations regarding the purchase of equipment.
- Prepare unique requests for supervisor, manager, and staff including out-of-state travel, flight and conference registrations, and travel reimbursement vouchers.
- Prepare and edit correspondence and reports with some latitude as to content and format.
- Maintain the manager and staff member calendars.

Duty 2

General Summary:

Percentage: 15

Provide a range of advanced support activities to the OES and the PSA Unit.

Individual tasks related to the duty:

- Prepare and edit correspondence and reports with some latitude as to content and format.
- Provide back-up assistance to support staff, as needed.
- Gather data for surveys and perform research on special subjects or projects.
- Assist new staff members in acclimating and learning unit and office policies and procedures.
- Follow office procedure in conducting business, maintaining phone coverage, order and track the acquisition of necessary supplies, materials and equipment to best satisfy unit needs.
- Maintain phone coverage during business hours.
- Assist with large-scale mailings and office-wide projects.
- Participate in training, particularly in current technology.

Duty 3

General Summary:

Percentage: 10

Organize and maintain records of newly established PSAs.

Individual tasks related to the duty:

- Process charter agreements for PSAs, reviewing to determine if prescribed requirements are met for approval.
- Prepare letters for approval for operation.
- Process paperwork for state aid purposes.
- Maintain contract files for PSA charter documents.
- Establish and maintain a document tracking system to ensure critical deadlines are met.
- Maintain all related files for office oversight, technical assistance, and audit purposes.

Duty 4

General Summary:

Percentage: 5

Organize and maintain records of the federal charter school grant program.

Individual tasks related to the duty:

- Review and evaluate applications, petitions, contracts, or other documents to determine if prescribed requirements are met for acceptance and approval.
- Establish and maintain a legally compliant, records processing system that includes offsite record storage, retrieval, and disposal.
- Prepare applications, letters, reports and general correspondence for the federal charter school grant program.
- Follow up on applications and process allocations.
- Answer general telephone inquiries as they relate to process and procedures of the federal grant program.
- Organize and maintain grant files.
- Maintain all related files for office oversight, technical assistance, and audit purposes.

Duty 5

General Summary:

Percentage: 5

Effectively use technology to support the work of the office.

Individual tasks related to the duty:

- Develop and maintain database and spreadsheet documents to track grant information.
- Assist the unit webinar coordinator with planning, set-up, and operation of monthly technical assistance webinars.
- Assist the unit webinar coordinator with the maintenance of the PSA unit website, to include adding and subtracting content.
- Use technology to produce grant-related approval and denial documents.
- Use technology to track aspects of the grant process.
- Summarize tracking information in report format as needed for the office.
- Be familiar with and be able to draw data and information from NexSys, and the department's and unit's websites.

Duty 6

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Assist the supervisor and manager of the unit in other duties as issues arise.
- Other duties as assigned.

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

This person makes independent decisions on how to handle incoming phone inquiries/requests and how to route correspondence. This position utilizes considerable independent decision making and problem-solving skills. This person will format documents and reports, establish priority of tasks, follow up on unfinished projects and tasks, and exercise significant knowledge of unit, office, and department operations and priorities. Also, working independently with limited guidance from supervisor and using discretion in interpreting and applying instructions, as well as sound judgment in administrative assistant duties. Must work effectively, efficiently, and accurately to ensure timelines are met.

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

Unusual or unclear requests or situations are reviewed by the specialist or with the supervisor.

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 requires standing, walking, and extensive sitting and computer use; bending is required for filing purposes. Average lifting of materials is possible. Some travel may be 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. |
| | ☐ |

N	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 functions as a secretary providing advanced support to the supervisor, manager, consultants, and analyst in the Public School Academies (PSA) Unit and the Office of Educational Supports (OES). This person has significant responsibility in such areas as interpreting policies and procedures, including the interpretation of the supervisor's point of view; serves as liaison to staff and higher-level management; and is able to apply the mission of the unit and office to the performance of a full range of advanced secretarial activities. The duties of the position include a variety of word processing assignments, as well as data entry into databases and spreadsheets. Duties also include handling correspondence, maintaining files, establishing meeting dates and sites, making travel arrangements, maintaining school district and charter school planning grant records, handling phone calls, and performing other related duties for assigned staff in the PSA Unit.

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 function of the Public School Academies unit is to fulfill the department's leadership and administrative responsibilities for the organization and maintenance of new and existing public school academies. This position provides advanced secretarial support for the staff in the Public School Academies unit, including review of applications, program reports, development of informational materials, planning workshops, technical assistance and participation in program reviews. This position provides database and spreadsheet system support for applications and resources to assist public school academies.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Educational level typically acquired through completion of high school.

EXPERIENCE:

Three-four years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one year equivalent to experienced level administrative support work or equivalent to a Secretary 7 or Legal Secretary 7. OR Four years of administrative support experience where the use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one year equivalent to advanced level administrative support work, or equivalent to a Secretary E8 or Legal Secretary E8.

KNOWLEDGE, SKILLS, AND ABILITIES:

An employee in this position must have: organization and planning skills; the ability to work effectively in a team; the ability to analyze and solve problems; excellent communications skills, including oral, written and listening skills, the ability to provide constructive feedback, interpersonal and small group communication skills; telecommunication skills (telephone etiquette, set up conference calls); and technology skills including the use of unit, office and department software (MEGS+, CMS, DCDS, MAIN, Outlook, and the MicroSoft Office).

- Knowledge of office practices, procedures and computer software programs.
- Knowledge of correct English usage, spelling, and punctuation.
- Knowledge of the organization and composition of business letters, minutes, reports, etc.
- Knowledge of the techniques of receiving calls, making appointments, giving information.
- Ability to organize, plan, and determine work priorities.
- Ability to maintain office records including filing.
- Ability to take notes as necessary and prepare minutes of meetings as appropriate.
- Ability to work effectively in a team.
- Ability to analyze and solve problems.
- Ability to communicate effectively (excellent communication skills, including oral, written and listening skills).
- Ability to use diplomacy and discretion in giving out information and in referring and directing callers and visitors.
- Basic telecommunication skills (telephone etiquette, set up conference calls).
- Basic technology skills (word processing, database, email).

CERTIFICATES, LICENSES, REGISTRATIONS:

NA.

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.

NA.

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