

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. SECRTYAA63R

## 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> EDUCATION
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b>  
<b>4. Civil Service Position Code Description</b> SECRETARY-A	<b>10. Division</b> Business, Health, and Library Services
<b>5. Working Title (What the agency calls the position)</b> Secretary	<b>11. Section</b> Office of Financial Management
<b>6. Name and Position Code Description of Direct Supervisor</b> WALTERS, KEVIN; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> Grants
<b>7. Name and Position Code Description of Second Level Supervisor</b> SIMMONS, SPENCER; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 608 West Allegan, Lansing, MI. / M-F, 8:00 am - 5:00 pm

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

The purpose of this position is to serve as a Secretary/Management Assistant within the Grants Unit. This position performs advanced secretarial and management assistant assignments while serving as lead secretary for the Grants Unit and coordinating secretarial assignments, establishing, and maintaining a central filing system for all internal and external grant activities of the agency, and providing secretarial support in the administration of various grant programs. Assigned responsibilities include word processing and data base management, filing, record keeping, processing Michigan Electronic Grants System (MEGS) and Grants Electronic Monitoring System (GEMS) security authorization forms, arranging meetings and conferences, taking, and transcribing minutes, routing mail, answering requests for information using discretion and independent judgment. The Grants Unit is responsible for coordinating the administration of all federal and state initiatives in the Department, as well as administering various grant programs.

**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: 40**

Serve as management assistant to Supervisor and Manager for ongoing operations of the Grants Coordination and School Support Unit.

**Individual tasks related to the duty:**

- Interpret the manager's point of view and serve as a liaison between the supervisor, manager and the staff by transmitting information, explaining appropriate work instructions.
- Make scheduling commitments to include arrangements for statewide workshops/conference sites, including the preparation and processing of necessary paperwork.
- Interpret MDE and grant policies and procedures to manage the flow of the work within the unit.
- Compose correspondence, report and prepare documents for Supervisor's signature from written and verbal instructions.
- Update management on status of issues before scheduled meetings.
- Attend department sponsored training and informational meetings and provide a report to management.
- Assist in the 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.
- Assist in the study of office operations and services and provide input recommendations for improving efficiency and 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.
- Maintain confidentiality.
- Conducting research on special projects.
- Answering telephone calls and routing to proper staff.
- Establish and maintain a system for ordering equipment, Unit supplies and other required essentials; utilize Unit procurement card and balance a monthly log.
- Establish, organize, and maintain Unit files, logs, indexes or other information for Unit responsibilities. Prepare records for storage and retrieve when necessary.
- Certifying time and attendance for Unit staff.

**Duty 2**

**General Summary:**

**Percentage: 25**

Process grant applications, grant award notifications, and evaluations.

**Individual tasks related to the duty:**

- Reviewing grant applications and evaluations for completeness and accuracy.
- Answering general questions regarding grant applications and the application process.
- Maintaining grant files.
- Assist with preparing grant application materials and grant award letters.
- Tracking individual grant transactions for assigned grant programs and preparing summary reports as required.
- Tracking and routing grant award notifications.

**Duty 3**

**General Summary:**

**Percentage: 10**

Assist Supervisor in setting up and implementing procedures to improve Unit operations and efficiency. Coordinate meetings including ad-hoc committees of Unit programs and their partnerships.

**Individual tasks related to the duty:**

- Preparing and disseminating schedules.
- Notifying appropriate staff of schedule changes.
- Arranging for staff travel, completing travel vouchers, and required forms.
- Computer inventory.
- Coordinate arrangements for committee meetings.
- Provide onsite coordination at meetings, including the preparation and distribution of minutes.
- Coordinate mailings to committee members

**Duty 4**

**General Summary:**

**Percentage: 10**

MEGS/GEMS support and access control.

**Individual tasks related to the duty:**

- Disseminating grant materials as requested.
- Process MEGS/GEMS authorization forms.
- Monitor and control access to MEGS/GEMS.
- Back up for password resets for MEIS and MEGS.
- Arrange meetings for MEGS/GEMS teams.

**Duty 5**

**General Summary:**

**Percentage: 10**

Other responsibilities as assigned.

**Individual tasks related to the duty:**

- Coordinating records center materials.
- Other duties as assigned.

**Duty 6**

**General Summary:**

**Percentage: 5**

Serve as Unit internet support lead. Other duties as assigned.

**Individual tasks related to the duty:**

- Update and change content to the Pupil Transportation internet web page.
- Update and change content to the Grants internet web page.
- Update and change content to the MDE internet recall web page.
- Various duties assigned by the Unit Supervisor or Unit Director.

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

Prioritizing tasks for self and clerical staff of the Unit, formatting special reports in order to display the information accurately, editing minutes for draft review.

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

Providing specific information to callers regarding grant applications and issues involving policy.

**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.**

A great deal of time is spent at a computer terminal. May be required to transport equipment or boxes of materials.

**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"/> 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.      |

**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?**

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

Updating PD to include updated office and division names. Updated box 14 to mention of grant work and MEGS/GEMS systems. Duty 1 remains 40%, general summary updated to include management assistance. Duty 2 remains 25% for the grant processing portion. Duty 3 updated to 10% and includes internal office procedures. Duty 4 updated to 10% and is now centered around MEGS/GEMS work and processing materials and related meetings. Duty 5 added at 10% for other duties as assigned. Duty 6 added at 5% to include webpage work and content updates. Box 25 updated to remove mention of federal programs and state categoricals and functions. KSA's were updated to reflect job specification.

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

The Grants Coordination and School Support serves as the central coordinating unit for the Department regarding internal grants administration. The Unit administers assigned federal grant programs.

**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 9**

Four years of office experience involving administrative support practices, including one year equivalent to advanced 8-level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

OR

Four years of office experience involving administrative support practices, including two years equivalent to experienced E7-level administrative support work, or equivalent to a Secretary 7, or Legal Secretary 7.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of office practices, procedures, and computer software programs.

Knowledge of correct English usage and grammar.

Knowledge of the organization and composition of letters, minutes, reports, charts, and spreadsheets.

Knowledge of scheduling and coordinating travel arrangements.

Skill in typing from clear copy at a rate of 40 net words per minute.

Ability to follow, apply, interpret, and explain instructions and/or guidelines.

Ability to determine work priorities.

Ability to make decisions and take appropriate actions.

Ability to meet schedules and deadlines of the work area.

Ability to perform mathematical calculations.

Ability to communicate effectively.

Ability to compose routine correspondence and reports.

Ability to type.

Ability to operate standard office equipment.

Ability to analyze and assess services and operations for quality, efficiency, and effectiveness and to make recommendations for improvements.

Ability to interpret and apply complex rules, regulations, policies, and procedures.

Ability to abstract and present significant facts from data.

Ability to coordinate work of the unit.

Knowledge of the use and make up of forms.

Knowledge of organization, work flow, staffing, forms, and procedures.

Knowledge of the supervisor's point of view and priorities.

**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