

**State of Michigan
Civil Service Commission**

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

Position Code

1. SECRTRYA

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.

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| 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 Business, Health, and Library Services |
| 5. Working Title (What the agency calls the position) Secretary 9 | 11. Section Office of Health and Safety |
| 6. Name and Position Code Description of Direct Supervisor HUTCHINS, SCOTT M; EDUCATION CONSLTNT MGR-5 | 12. Unit School Behavioral Health |
| 7. Name and Position Code Description of Second Level Supervisor ALANIZ, AIMEE M; STATE OFFICE ADMINISTRATOR | 13. Work Location (City and Address)/Hours of Work 608 W. Allegan St. Lansing, MI. / M-F, 8:00 am to 5:00 pm |

14. General Summary of Function/Purpose of Position

This position is the secretary/management assistant to the School Behavioral Health Unit Supervisor within the Office of Health and Safety (OHS). This position will assist in coordinating office activities in support of ongoing operations of the School Behavioral Health Unit of the OHS.

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: 90

Provide advanced management assistance to the School Behavioral Health Unit Supervisor, Manager and staff.

Individual tasks related to the duty:

- Provide administrative support to unit staff and the managers daily.
- Perform research on special subjects or projects to assist staff.
- Act as a liaison between supervisors and staff by sharing information and explaining work projects. Follow up on assignments to ensure completion.
- Compose, format, prepare, and edit correspondence, reports, meeting minutes, and newsletters, etc., for signature with some latitude as to content, using knowledge of the work area, instructions, and guidelines.
- Anticipate and research information needed in assisting the supervisors to reply to correspondence.
- Check program designated email daily, respond with info or forward to staff as appropriate.
- Maintain confidentiality of documents and information received.
- Prepare out-of-state travel requests, flight reservations, hotel reservations, conference registration, and process travel vouchers for supervisor and manager.
- Prepare and route internal forms, including but not limited to Rapid Copy Orders, Travel Advance Requests, Out-of-State Travel Requests, Travel Vouchers, etc. as needed.
- Assist staff with any computer problems or software questions; setup Webinars and Eventbrite.
- Prepare State Board of Education board items, State Board resolutions, and other items requiring State Board approval.
- Assist in the study of office procedures and services and give recommendations for improvement.
- Make scheduling commitments for professional(s) or management staff for interviews, meetings, conferences, workshops and speeches and assemble related necessary materials, including managing calendars.
- Maintain electronic files for correspondence and instructions.
- Keep informed of office details and advise supervisor of issues.
- Assist in the preparation of internal and external reports and other personnel records.
- Receive and screen visitors and telephone calls, answer inquiries exercising discretion in giving information, take messages and/or refer to appropriate staff; provide information based on knowledge and interpretation of application of policies and procedures.
- Provide SIGMA support to the unit as the unit timekeeper and alternate timekeeper for other office units as necessary in auditing staff hours and travel expenses for approval.
- Coordinate the agenda setting process, contact and coordinate guests, and record and distribute meeting minutes for staff meetings.
- Maintain documents for the applicable websites, including annual updates and Americans with Disabilities Act (ADA) compliance.

Duty 2

General Summary:

Percentage: 10

Perform other duties as assigned.

Individual tasks related to the duty:

- Assist other OHS units as requested.
- Schedule, attend, and prepare minutes of meetings as requested.

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

The person in this position must be able to decide which inquiries and situations to handle personally and which could be best served by other staff members. A large volume of files originate with this position and are constantly being updated and revised. Independent judgment regarding content, form, and layout as well as a thorough knowledge of proper English language is necessary. In general, decisions are usually made with reference to establishing practices and procedures. Many of the programs are federally funded and the regulations and laws that govern it, along with the unit's policies and procedures, are the basis for determining the best course of action.

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

When the best course of action may conflict with established policies and procedures or when new situations arise.

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.

Physical activities: primarily sitting and occasionally standing, stooping, bending, reaching, and lifting. There are no hazardous environmental conditions present in this job.

Travel, including overnight stays within the state as well as out of state, is required. Travel is reimbursed per State of Michigan instruction. State of Michigan vehicles can be used for business purposes only. Travel schedules are determined by employee in conjunction with their supervisor.

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):

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|---|--|
| <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?

This position is the secretary/management assistant to the School Behavioral Health Unit Supervisor within the Office of Health and Safety (OHS). This position will assist in coordinating office activities in support of ongoing operations of the School Behavioral Health Unit of the OHS.

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

New establishment.

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

The Office of Health and Safety provides training and technical assistance for school health and safety initiatives such as school climate and culture, health and physical education, HIV and sex education, mental health, school nursing, school safety, and bullying prevention. Each program has required applications, monitoring and reporting, as well as training/technical assistance and outreach or program development requirements. This position provides a coordinated approach to the mission of improving health outcomes for Michigan's children, using key partnerships and other office leaders for the successful implementation of health and safety programs. The person in this position is responsible for the positive professional culture, climate of trust, and organizational health that is the pathway toward meeting these goals.

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, standard office equipment, and computer software programs, including Microsoft Office and Adobe.
- Knowledge of correct English usage and grammar, spelling and punctuation, and ability to select and apply standard references such as dictionaries, style manuals, and procedure manuals.
- Knowledge of the organization and composition of letters, minutes, reports, charts, and spreadsheets.
- Knowledge of scheduling and coordinating travel arrangements.
- Ability to interpret instructions and guidelines to make decisions and take necessary actions.
- Ability to determine work priorities, make decisions, and take appropriate actions.
- Ability to meet schedules and deadlines of the work area and work under stressful conditions.
- Ability to perform mathematical calculations.
- Ability to communicate effectively with others and maintain favorable public relations.
- Ability to use diplomacy and discretion when receiving calls, making appointments, giving out information, explaining instructions and guidelines, and when referring and directing callers and visitors.
- 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 organization, workflow, 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