

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. EXCSECE

## 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><br><br>   | <b>8. Department/Agency</b><br>EDUCATION   |
| <b>3. Employee Identification Number</b><br><br>  | <b>9. Bureau (Institution, Board, or Commission)</b><br><br>   |
| <b>4. Civil Service Position Code Description</b><br>Executive Secretary-E  | <b>10. Division</b><br>Superintendent's Office   |
| <b>5. Working Title (What the agency calls the position)</b><br>Office of Public and Governmental Affairs Executive Secretary | <b>11. Section</b><br>Office of Public and Governmental Affairs (OPGA)   |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>WHEATON, JAMES; STATE OFFICE ADMINISTRATOR               | <b>12. Unit</b><br><br>  |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>MALEYKO, GLENN; SUPERINTENDENT OF PUBLIC INSTR     | <b>13. Work Location (City and Address)/Hours of Work</b><br>608 W. Allegan St. Lansing, MI. 48933. / Monday - Friday,<br>8:00 am - 5 pm |

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

This position provides executive administrative support to the Office of Public and Governmental Affairs (OPGA) within the Michigan Department of Education (MDE). The position handles a full range of day-to-day operations of OPGA with the ability to anticipate additional needs in given situations. The position coordinates office management activities and works cooperatively with OPGA, the superintendent's office, and department staff. The position provides experienced secretarial support for various functions of the office as directed by the director and oversees assignments and follow-up on requests from the superintendent, State Board of Education, legislature, media, and others as required. The position also oversees and performs other functions necessary for the day-to-day operations of the office and performs other duties as assigned.

**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: 50**

Experienced level secretarial management assistant to the director of the Office of Public and Governmental Affairs (OPGA). Handles a full range of day-to-day operations of OPGA with the ability to anticipate additional needs in given situations. Coordinates office management activities and works cooperatively with OPGA, the superintendent's office, and department staff.

**Individual tasks related to the duty:**

- Schedules meetings for the OPGA director, legislative liaison, and other OPGA staff.
- Coordinates arrangements for meetings and events, anticipating needs such as meeting room/facility, refreshments, notifying participants, meeting agendas, researching and collecting meeting materials, and transmitting to participants as necessary.
- Provides onsite support at meetings/events; registration, sign-in, technology set-up, and other assistance, as needed.
- Assists OPGA and superintendent's office teams with external and internal event planning for the state superintendent and office staff.
- Maintains a tracking system for routing of draft memos and press releases that require the OPGA director and state superintendent approval.
- Tracks news media inquiries and responses and organizes approved media responses and talking points for possible future use in response to different media outlets.
- Maintains a tracking system and schedule for planning of all state superintendent speaking engagements and other presentations that require OPGA support. Works closely with OPGA and state superintendent's teams to assure that all necessary materials are prepared and provided on a timely basis.
- Helps with preparing PowerPoint presentations and gathering information or photos for presentations.
- Reviews draft presentations.
- Attends meetings as directed, takes notes, and follows up on assignments and outcomes.
- Reviews and edits correspondence, forms, and documents prepared by staff to meet accessibility requirements. Checks for accuracy of information, spelling, and grammar, to assure correct policy and procedure is followed.
- Composes/drafts language for miscellaneous responses to documents, correspondence, written/email inquiries to the OPGA director.
- Establishes and maintains office files, logs, records, or other information concerning the work of the director and staff as needed. Retains records as required.
- Establishes and maintains director's files as needed.
- Serves as the OPGA director's liaison transmitting specific directives, instructions, and assignments to staff in and out of OPGA including privileged or confidential information to authorized individuals.
- Researches, compiles, assimilates, and prepares confidential and sensitive documents, and briefs the director and/or staff regarding content.
- Operates standard office equipment.

**Duty 2****General Summary:****Percentage: 35**

Provides experienced secretarial support for various functions of the office as directed by the director. Oversees assignments and follow-up on requests from the superintendent, State Board of Education, the legislature, media, and others as required.

**Individual tasks related to the duty:**

- Monitors media phone line and MDE-Communications email box. Promptly forwards media inquiries to OPGA team members and to MDE staff for response. Responds to public inquiries (non-media) and forwards to MDE staff as needed.
- Receives and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards appropriate materials to the director and staff. Formats, edits and sends press releases via GovDelivery mass email platform.
- Prepares MDE Weekly Communication for distribution to state school leaders.
- Gathers, edits, organizes multiple briefs received from MDE offices via senior executive management assistants.
- Prepares newsletter in GovDelivery and obtains proper approvals; reviews and sends.
- Gathers updated contact information and update listservs in GovDelivery.
- Updates weekly superintendent report to State Board of Education members with links to memos and press releases.
- Attends Senior Executive Management Assistants (SEMA) weekly meeting, quarterly meeting for MDE support staff, and MDE legislative update weekly.

**Duty 3****General Summary:****Percentage: 10**

Performs other functions necessary for the day-to-day operations of the office.

**Individual tasks related to the duty:**

- Gathers pertinent information to prepare out-of-state travel requests, anticipates and requests cash advances for travel if appropriate, and processes travel expense reimbursement vouchers for OPGA staff.
- Audits staff expenses as the travel coordinator.
- Updates online newspaper/media subscriptions for OPGA.
- Serves as HR Liaison/Onboarding/Offboarding OPGA staff.
- Determines supply needs and orders office supplies.
- Prepares and handles SIGMA & Procurement needs including GAX or PRC forms and paying vendors as needed. Assists staff with expense reports and serves as timekeeper and auditor for payroll.
- Reviews Verizon Wireless bills and approves OPGA's portion for the accounting office.
- Prepares and submits accurate procurement log as requested by finance office. Obtains receipts as required.
- Prepares records for storage and retrieves when necessary.

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

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.**

- Coordinating workflow with director, office, and department staff.
- Returning edited documents to staff for revision before submitting to the director.
- Determining priority of time-sensitive issues in the director's absence by finding another key staff person qualified to address the issue.
- Researching and compiling documents or back-up documentation with which to brief the director.

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

New problems or situations not previously discussed with the director or office staff, in particular with regard to sensitive media or legislative topics.

Variances from established 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.**

Typical office environment with normal effort 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):**

- |   |  |
|---|--|
| <input type="checkbox"/> N Complete and sign service ratings. | <input type="checkbox"/> N Assign work.                      |
| <input type="checkbox"/> N Provide formal written counseling. | <input type="checkbox"/> N Approve work.                     |
| <input type="checkbox"/> N Approve leave requests.            | <input type="checkbox"/> N Review work.                      |
| <input type="checkbox"/> N Approve time and attendance.       | <input type="checkbox"/> N Provide guidance on work methods. |
| <input type="checkbox"/> N Orally reprimand.                  | <input type="checkbox"/> 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 provides executive administrative support to the Office of Public and Governmental Affairs (OPGA) within the Michigan Department of Education (MDE). The position handles a full range of day-to-day operations of OPGA with the ability to anticipate additional needs in given situations. The position coordinates office management activities and works cooperatively with OPGA, the superintendent's office, and department staff. The position provides experienced secretarial support for various functions of the office as directed by the director and oversees assignments and follow-up on requests from the superintendent, State Board of Education, legislature, media, and others as required. The position also oversees and performs other functions necessary for the day-to-day operations of the office and performs other duties as assigned.

**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 work area is to provide quality support to the department, State Board of Education, and department leadership and staff in the development and implementation of external relations and communication strategy regarding education.

This position provides executive administrative support to the office director and staff members in all aspects of the work, to aid in carrying out the functions of the office.

**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:**

**Executive Secretary E10**

Five years of office experience involving administrative support practices, including two years equivalent to advanced (8) level administrative support work, Secretary E8, or Legal Secretary E8; or, one year equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge of office practices, processes, various computer software programs, and office equipment.
- Considerable knowledge of the department's and work area's mission and its appropriate application.
- Considerable knowledge of departmental policies, procedures, and organizational relationships.
- Considerable knowledge of correct English usage, grammar, spelling, and punctuation.
- Considerable knowledge of scheduling and coordinating travel arrangements.
- Considerable knowledge of the organization and composition of letters, minutes, reports, charts, and spreadsheets.
- Considerable knowledge of the organization and maintenance of filing systems.
- Ability to create presentations, charts, graphs, databases, and spreadsheets.
- Ability to communicate effectively with others and maintain favorable public relations.
- Ability to follow, interpret, explain, and apply instructions and/or guidelines.
- Ability to determine work priorities, make decisions, and take appropriate actions.
- Ability to anticipate the additional needs and supports appropriate to given situations.
- Ability to meet schedules and deadlines of the work area.
- Ability to compose routine correspondence and reports.
- Ability to type and operate standard office equipment.
- Ability to use diplomacy and discretion in all venues of work.
- Ability to determine work priorities and work under stressful conditions.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

*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.***

D. CLARK  
\_\_\_\_\_  
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