CS-214
REV 8/2007

1. Position Code EXCSECEB35N

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** Department of Health and Human Services
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Workforce Development & Training
4. Civil Service Classification of Position Executive Secretary 10	**10. Division**
5. Working Title of Position (What the agency titles the position) OWDT Executive Secretary	**11. Section**
6. Name and Classification of Direct Supervisor Stacie Gibson, SOA 17	**12. Unit** Administrative
7. Name and Classification of Next Higher Level Supervisor Elizabeth Nagel, Policy, Planning and Operational Support Director	**13. Work Location (City and Address)/Hours of Work** TBD M-F 8am to 5pm

14. General Summary of Function/Purpose of Position

This position serves as an executive secretary to the Office of Workforce Development and Training (OWDT) director, managers, and professional staff. Position requires a knowledge of the OWDT director's viewpoint as it relates to confidential and sensitive issues and can act independently when necessary. Independently compiles information and performs assignments according to OWDT and department goals. This position is responsible for OWDT timekeeping, payroll, and reporting duties including SIGMA TELL. This position schedules the director's and managers' calendars providing appropriate information and support in making scheduling commitments. Position represents the director and professional staff as required in their absence. This position responds to other agency personnel and outside agencies on behalf of OWDT. Position must establish priorities and maintain workflow within the office and provide support to a mobile workforce. Position must use discretion in use of general instructions and guidelines and maintain integrity in the transmission and use of confidential and sensitive information. All duties must be performed in accordance with OWDT's commitment to racial equity, diversity and inclusion.

For Civil Service Use Only

15. Please describe your <u>assigned</u> duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

<u>Duty 1</u>

General Summary of Duty 1 % of Time 30

Functions as the management assistant to the director, managers, and professional staff.

Individual tasks related to the duty.

- Serve as a liaison between the director and staff by representing the director's point of view, transmitting information, explaining appropriate work instructions and following up on assignments. Act on behalf of the director when the director is not available.
- Prepare and distribute communications on behalf of the management team
- Perform research on special subjects or projects as assigned by management team, summarize and provide results and take follow-up action as necessary
- Answer inquiries from internal and external agency staff as well as outside partners; research, route, and provide appropriate responses.
- Perform various support activities for director and management team which may involve confidential and sensitive matters. Maintain confidentiality of documents and information received.
- Schedule appointments, secure meeting rooms, and prepare documents on behalf of the management team.
- Coordinate with vendors and external partners on behalf of the management team.
- Take meeting minutes, execute follow-up tasks, and distribute or post summary information in electronic format per established protocols.

<u>Duty 2</u>

General Summary of Duty 2 % of Time 30

Maintain effective daily office operations for OWDT by providing timely and accurate follow-up to ensure appropriate resources, procedures, and supports are consistently available to meet operational need.

Individual tasks related to the duty.

- Develop and maintain current office procedures and informational resources such as phone lists, organizational charts, reference sheets, etc.
- Process payment vouchers for OWDT purchases and operational costs.
- Process mobile equipment requests including cellular phones, laptops, monitors, and other equipment - troubleshoot issues on behalf of staff as necessary.
- Serve as point of contact for rapid shred, metered postal account, and document retention system.
- Coordinate state vehicles for OWDT; distribute, collect, and compile mileage logs, complete monthly entry in the M5 system for all OWDT vehicles, keep vehicle binders up to date with necessary documentation.
- Ensure equipment in assigned office(s) is operational; complete required reporting, make repair requests, order toner or other supplies as necessary to keep equipment functional.
- Order and organize office supplies as necessary for the operation of the office. Track orders and monitor expenditures to comply with purchasing guidelines

- Serve as P-Card holder for OWDT; process purchases, cycle detail sheets, transaction logs and maintain back-up documentation as required.
- Maintain accurate and efficient office filing system, including electronic and hard-copy filing for all reports, procedures, payments, records, and documents. Monitor, update, archive, and replace outdated documentation as necessary. Monitor and ensure accessibility of records as appropriate.
- Complete occupancy service work requests as necessary
- Maintain tracking log for documents sent for external approval.
- Independently monitor due dates for document submission, required actions, and responses and follow-up to ensure deadlines are met.
- Keep abreast of agency policies and procedures and communicate changes as necessary.

Duty 3

General Summary of Duty 3 **% of Time 20**

Coordinate and complete required employee support functions.

Individual tasks related to the duty.

- Complete timekeeping functions for OWDT in the SIGMA system to ensure accurate and timely payroll submission. Monitor SIGMA entry and approval, follow-up as necessary, and audit time in the system.
- Manage all required SIGMA reports, obtain approvals, and submit/file as necessary.
- Access and review HR reports, review for appropriate employee coding, obtain approvals and submit corrections as necessary. Maintain necessary documentation.
- Compile, review, summarize and submit all time tracking as required on behalf of OWDT.
- Act as liaison on personnel actions. Prepare and process documents needed to complete personnel transactions.
- Maintain personnel files and ensure that confidential materials are secured.
- Submit supply orders for OWDT staff using the approved departmental supply order process.
- Secure network access and security requests for OWDT staff using approved departmental processes.
- Assist staff with registrations for individual professional development opportunities.
- Conduct onboarding with new employees to ensure they have necessary equipment, access, security clearance, and procedural information to begin employment with OWDT.
- Serve as liaison between staff and department travel reimbursement unit, assist with submission and troubleshooting as necessary, keep abreast of department travel regulations.

Duty 4

General Summary of Duty 4 **% of Time 10**

Perform departmental reporting functions for OWDT.

Individual tasks related to the duty.

- Access multiple automated reporting systems for required accounting, budget, staffing, security, and other reports.
- Research, compile, and summarize required data and information according to report cycle.
- Obtain approvals, submit reports as directed and provide necessary back-up documentation.
- Monitor report due dates and take necessary action to ensure timely report submission.

Duty 5

General Summary of Duty 5 **% of Time 10**

Collaboration and other duties.

Individual tasks related to the duty.

- Represent OWDT on workgroups and initiatives.
- Other duties as assigned.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

NAME	CLASS TITLE	NAME	CLASS TITLE

20. My responsibility for the above-listed employees includes the following (check as many as apply):

____Complete and sign service ratings.
____Provide formal written counseling.
____Approve leave requests.
____Approve time and attendance.
____Orally reprimand.
____Assign work.
____Approve work.
____Review work.
____Provide guidance on work methods.
____Train employees in the work.

21. ***I certify that the above answers are my own and are accurate and complete.***

_____ _____

Signature **Date**

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

TO BE COMPLETED BY DIRECT SUPERVISOR

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

Yes

23. What are the essential duties of this position?

This position serves as an executive secretary to the Office of Workforce Development and Training (OWDT) director, managers, and professional staff. Position requires a knowledge of the OWDT director's viewpoint as it relates to confidential and sensitive issues and can act independently when necessary. Independently compiles information and performs assignments according to OWDT and department goals. This position is responsible for OWDT timekeeping, payroll, and reporting duties including SIGMA TELL. This position schedules the director's and managers' calendars providing appropriate information and support in making scheduling commitments. Position represents the director and professional staff as required in their absence. This position responds to other agency personnel and outside agencies on behalf of OWDT. Position must establish priorities and maintain workflow within the office and provide support to a mobile workforce. Position must use discretion in use of general instructions and guidelines and maintain integrity in the transmission and use of confidential and sensitive information. All duties must be performed in accordance with OWDT's commitment to racial equity, diversity and inclusion.

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

No significant changes

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

The Office of Workforce Development and Training provides statewide training to department and Private Agency employees in Child Welfare, Public Assistance and other programs. This position supports the management team, professional staff and overall operations necessary to carry out the core functions of OWDT.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Civil Service Requirements

Education typically acquired through completion of high school.

EXPERIENCE:

Civil Service Requirements:

Executive Secretary E10 Five years of office experience involving administrative support practices, including three years equivalent to experienced (E7) level administrative support work, Secretary 7, or Legal Secretary 7; 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:

Ability to utilize computer systems, automated reporting systems, databases, and spreadsheets. Ability to independently monitor due dates and take necessary actions to meet deadlines. Excellent communication skills necessary to represent OWDT director and management team.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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

27. *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

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

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

Appointing Authority's Signature	**Date**