

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1.

**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> LEO-LABOR AND ECON OPPORTUNITY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Michigan Occupational Safety and Health Administration (MIOSHA)
<b>4. Civil Service Position Code Description</b> EXECUTIVE SECRETARY-E	<b>10. Division</b> Administration
<b>5. Working Title (What the agency calls the position)</b> Deputy Director & Appeals Section Secretary	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> JACK, DAWN C; STATE DIVISION ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> PICKELMAN, BARTON G; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Stevens T. Mason Building 530 W. Allegan Street Lansing, MI 48933 / 8:00 a.m. – 5:00 p.m., Monday - Friday

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

To provide executive support to the MIOSHA deputy director and MIOSHA appeals director. The position responsibilities include receiving, processing, tracking, compiling data for, editing, formatting, and distributing internal and external correspondence, reports, publications, project documentation, personnel-related documentation, and training materials as assigned by the MIOSHA deputy director. The position responsibilities also include the performance of administrative support duties in connection with contested cases or outside litigation arising from MIOSHA activities. These duties include entering case activity in case tracking systems; formatting, filing and serving legal documents; coordinating notification of MIOSHA staff of scheduled appearances pursuant to board/court orders; modifying, implementing and overseeing clerical procedures designed to manage MIOSHA litigation and other appeals program responsibilities; compiling data for statistical reports; assisting the appeals director in general management activities; and training administrative support personnel in the job duties within the appeals section of the agency. This position handles highly confidential and sensitive information and requires considerable independent judgment in making decisions to ensure executive administrative matters and litigation are handled timely and within agency policy and procedural guidelines. The position also collects data and monitors activities overseen by the deputy director's staff to ensure agency and litigation performance measures are met. The position also interacts with agency staff, department staff, and customers daily. Familiarity with the Michigan Occupational Safety and Health Act is required.

**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: 30**

Assist the MIOSHA deputy director and MIOSHA administration staff in the administration and management of the MIOSHA program by providing duties as assigned.

**Individual tasks related to the duty:**

- Receive and screen incoming calls and visitors, determine which are priority matters, and alert the deputy director or accordingly. Make referrals to appropriate staff or provide requested information.
- Inform others of the deputy director's position on issues.
- Compose letters and memoranda in response to inquiries as instructed by deputy director.
- Act as liaison between the deputy director, subordinates, or others, by transmitting directives, instructions and assignments and following up on the status of assignments.
- Produce a variety of documents, charts, presentations, and graphs in final form.
- Updates deputy director on status of issues before scheduled meetings.
- Prepare agendas and collect materials for meetings, speeches, and conferences; take minutes and keep records of proceedings.
- Plan and coordinate arrangements for professional conferences.
- Review, proofread, and edit documents prepared for the deputy director's signature.
- Maintain records on technical and confidential matters involving the deputy director.
- Coordinate and facilitate the deputy director's calendar to arrange appointments, meetings, and conferences.
- Recommend actions to be taken on office expenditures such as equipment and supply needs.
- Assist with preparation of the work units' budget.
- Assist with the establishment, revision and maintenance of office procedures and policies.
- Compile and maintain records, statistical information, and reports.
- Participate in and /or coordinate workgroups related to administration of the MIOSHA program.
- Establish and maintain various filing and records management systems.
- Make travel arrangements; prepare itineraries; prepare, compile, and maintain travel requests and records.
- Finalize and circulate confidential hiring and disciplinary materials for positions under the deputy director's supervision to the MIOSHA HR Liaison for review and approval.
- Operate standard office equipment.
- Collect training info. for Appeals section, Standards and FOIA section, and others under the deputy director's supervision and update training database.
- Verify accuracy of billings and process payments within the SIGMA financial system.
- Establish, modify, and implement procedures pertaining to work area work processes and administrative support.
- Finalize formatting for inter-agency and publicly available informational materials such as fact sheets, instructions, process maps, forms, and organizational charts pertaining to sections and staff operations under the supervision of the deputy director.
- Train administrative support personnel and other groups who require knowledge of administrative processes with other to insure effective coordination between program areas.
- Draft and maintain a position-specific training manual.
- Enter data in the State Plan Application (SPA) system (back-up duty).

**Duty 2**

**General Summary:**

**Percentage: 30**

Assist the MIOSHA appeals director and appeals section staff in the administration, processing, and tracking of contested safety and health cases. This duty includes docketing and monitoring all case activity for contested safety and health cases in the appeals section's computer-based tracking systems, and other subject-specific logs. Log in all party information, notices of prehearings, hearings, changes and adjournments and related correspondence received from the Board of Health and Safety Compliance and Appeals (BHSCA), Michigan Department of Attorney General, or Michigan Office of Administrative Hearings and Rules (MOAHR). Notify all affected personnel including safety officers, supervisors, attorney general's office, and local union officials of appeal proceedings. Compose, format, and execute service of general correspondence, informational materials, and legal documents as directed by the appeals director. This duty includes composition of routine letters, or informational training materials. This duty also includes composition of settlement agreements as directed by the appeals director and staff based upon prehearing results and/or telephone conferences with employers. These settlement agreements resolve MIOSHA cases prior to formal hearings. This duty also includes composition and formatting of other legal memoranda, Show Cause Order response briefs; administrative subpoenas and warrants; and staff affidavits as required on behalf of the agency. These tasks require knowledge of the MIOSHA Act; Administrative Procedures Act; Michigan Court Rules; and state safety and health standards and regulations. This task also requires the ability to interpret the appeals director's viewpoints on individual cases. This duty also requires interaction with the public to assist with responding to inquiries concerning the appeals process and to direct participants to meeting locations for prehearings and meetings.

**Individual tasks related to the duty:**

- Date stamps and logs-in incoming cases.
- Reviews case transmittal notices for accuracy of appealed items.
- Date stamps and logs-in notices of prehearings and hearings.
- Draft appropriate correspondence to Board Clerk for adjournments and requests for administrative hearing.
- Retrieve, search, and produce case files as requested.
- Check for safety officer/supervisor availability.
- Update appeals section's shared calendar, appeals director's calendar, and enforcement staff calendar with prehearing and hearing scheduling using Microsoft Outlook.
- Draft and file request for adjournment as needed.
- Track administrative and court-imposed response requests and filing deadlines.
- Review prehearing notes sheets completed by appeals director and/or appeals coordinators identifying terms of settlement.
- Drafts and arranges filing and delivery of motions, briefs, memorandums/letters to safety officers, unions, attorney general, court, etc.
- Notify appeals director of filings or materials for appeals director review.
- Assign workflow tasks and transfer completed appeal files using automated file transfer system.
- Escort members of the public to the office for prehearings and meetings.
- Type settlement agreements resulting from late appeals, petitions to modify abatement, and settlements at hearing level.
- Configure settlement agreements in State of Michigan E-Signature system for review and signature or mail to all appropriate parties.
- Review and finalize formatting of prehearing level settlement agreements prepared by appeal coordinators.
- Track the status of unreturned settlement agreements and draft late notice if agreement is not returned within 30 days.
- Complete and track processing of files to Attorney General's Office for representation at formal hearing.
- Assist Attorney General's Office and appeals director in preparation for administrative hearing.
- Calculate witness fees and draft necessary correspondence to Office of Financial Services to obtain witness fee checks.
- Coordinate service of subpoenas and filing of proof of service with court.
- Log and circulate formal hearing decisions.
- Draft and track transcript requests and file transcripts with the court and parties as requested.
- Submit transcript fee for processing in SIGMA payment system.
- Submit paper-based penalty payments to LEO Financial Services.
- Record case activity at each stage of appeal process in case tracking systems and logs (prehearing, hearing, state court appeal).
- Record case outcome details in the federal case tracking database.
- Maintain MIOSHA-related hearing dockets.
- Draft, review, and revise procedures for contested discrimination case handling.
- Receive incoming calls from parties, court, and customers and provide information on discrimination appeal processes and case status where appropriate.
- Compile and file the case's certified record for state court appeals.
- Format legal pleadings and papers in accordance with Michigan Court Rules and Administrative Procedures Act.

### Duty 3

#### General Summary:

Percentage: 25

Provide legal administrative and management support to the appeals director in the representation of MIOSHA in administrative hearings on contested employee discrimination determinations. Confers with enforcement division staff concerning the processing of contested discrimination cases. Establishes and maintains electronic and hard copy docketing systems for MIOSHA discrimination cases. Drafts correspondence to parties and the Michigan Office of Administrative Hearings and Rules (MOAHR), and state appellate courts, related to motion and hearing scheduling, witness subpoenas, motions, briefs, and transcript requests. Drafts legal papers as requested by the appeals director including motions, briefs, interrogatories and document requests, subpoenas, witness lists, and exhibit lists. Coordinates and schedules meetings between appeals director and hearing witnesses. Organizes, constructs and files hearing exhibit materials. Monitors filing deadlines. Processes closed case files for return to the enforcement division.

#### Individual tasks related to the duty:

- Log incoming case info. into Discrimination case log.
- Transfer incoming discrimination cases through case file transfer system.
- Draft, review, and revise procedures for contested discrimination case handling.
- Construct electronic file folder system for appeal file.
- Date stamp and docket correspondence and filings received from parties and the MOAHR.
- Log Notices of Hearing and reviews appeals director and agency staff's calendars for schedule conflicts.
- Send scheduling notifications to all required hearing participants via Microsoft Outlook.
- Draft and file request for adjournment as needed.
- Draft and file discovery requests, pre- and post-hearing motions or briefs, discovery requests, witness lists, and exhibit lists.
- Schedule witness hearing preparation meetings.
- Coordinate appeals director's travel arrangements for hearings.
- Track administrative and court-imposed response requests and filing deadlines.
- Calculate witness fees and draft necessary correspondence to Office of Financial Services to obtain witness fee checks.
- Gather, copy, and organize exhibit books for hearing.
- Draft and file requests for Subpoena issuance with MOAHR.
- Log formal hearing decisions.
- Calculate and record appeal deadlines in case log.
- Draft settlement agreements and circulate to the parties.
- Draft and track transcript requests and file transcripts with the court and parties as requested.
- Submit transcript fee for processing in SIGMA payment system.
- Coordinate filing of certified record with circuit court upon appeal to a state court.
- Circulate hearing and state court decisions to enforcement and administration staff.
- Draft case closure memo and return file to enforcement division using file transfer system.
- Notify appeals director of filings or materials for appeals director review.
- Receive incoming calls from parties, court, and customers and provide information on discrimination appeal processes and case status where appropriate.
- Compile and file the case's certified record for state court appeals.
- Format legal pleadings and papers in accordance with Michigan Court Rules and Administrative Procedures Act.

#### Duty 4

##### General Summary:

Percentage: 5

Provide legal administrative and management support to the appeals director in the representation of MIOSHA in civil and criminal matters where MIOSHA is the initiating party, an interested party, or named defendant. This duty includes docketing and monitoring all case activity case-type specific logs, submitting requests for outside legal representation on behalf of MIOSHA staff or the agency, compiling information necessary to support MIOSHA's representation and providing it to legal counsel. Notify all affected personnel including Agency Director safety officers, supervisors, attorney general's office.

##### Individual tasks related to the duty:

- Track receipt of civil complaints naming MIOSHA staff or agency as defendants, MIOSHA cases referred for criminal prosecution, and civil cases intended to be filed by MIOSHA and log in appropriate case tracking log.
- Format and send requests for representation to the Department of Attorney General as requested by appeals director or MIOSHA director.
- Format legal documents such as draft pleadings and discovery request responses as requested by Appeals director.
- Draft monthly, quarterly, and annual statistical reports on outside litigation activity.
- Log and track litigation holds or records preservation requests.

#### Duty 5

##### General Summary:

Percentage: 5

Assist appeals section staff in general administrative and management support activities. Compose routine correspondence; edit correspondence prepared by appeals staff; compile statistics for monthly/quarterly/annual reports; receptionist duties answering phone calls; screen and route incoming calls to appropriate personnel; monitor accuracy and operational aspects of section information and case tracking systems; greet and escort employer personnel for meetings; handle general inquiries regarding appealed cases; general filing; enter payment vouchers via SIGMA financial system; perform typing and other miscellaneous secretarial duties as assigned or requested by appeals director and appeals coordinators.

##### Individual tasks related to the duty:

- Maintain appeals director's calendar and appointments.
- Arrange for special meetings as requested.
- Receptionist duties for the appeals section phone line.
- Answer inquiries on individual cases.
- Prepare travel requests, etc.
- Perform other miscellaneous secretarial duties as requested by appeals director and/or appeals coordinators.
- Compile statistical information for monthly/quarterly/annual reports or audits.
- Scan hearing, board, and appellate court decisions and insert in the MIOSHA Decisions Library.
- Complete editing, hyperlinking, and formatting of the electronic MIOSHA Digest and its included case summaries.
- Periodically audit and review case tracking systems and appeals section records for accuracy and document retention policy compliance.

**Duty 6****General Summary:****Percentage: 5**

Perform other duties as assigned by the MIOSHA director, deputy director, or appeals director.

**Individual tasks related to the duty:**

- Accept and complete other related assignments.

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

This position independently reviews communications sent to the deputy director, appeals director, and appeals section and determines the appropriate routing for further action based on their content. This position receives agency phone calls and makes decisions regarding the appropriate information to be shared with the caller and whether the call needs to be transferred for further assistance and to whom. The executive secretary reviews contested case filings and determines proper processing based on their nature or established work policies and procedures. This position also reviews and checks the accuracy of communications written by the deputy director, appeals director, or staff members reporting to them, for the deputy director's signature, department director's signature, or appeals director's signature to ensure accuracy and completeness of information requested. Inaccurate, inadequate, or incomplete communications or inappropriate handling of case filings can create adverse legal rulings against the agency, a negative impact for the department, and damage the integrity of the MIOSHA program.

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

Advice of appeals director and staff or Assistant Attorney General is required only when advanced experience is necessary in the preparation of settlement agreements, subpoenas, response briefs, statistical reports, etc. Advice of the deputy director is required when advanced experience in agency operations is necessary, such as when providing responses or information for media, auditor, federal monitor, or legislature-related inquiries.

**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.**

Computer data entry (several hours per day), lifting under 25 pounds (intermittently for short periods each day), bending and standing (intermittently for short periods daily), occasional pushing under 50 pounds (intermittently for short periods on bi-monthly basis), walking (intermittently for short periods daily), and sitting (several hours per day). This position works in a traditional cubicle office environment with occasional travel to attend board and agency meetings, conferences, or training opportunities. Assignments must be completed on an independent basis with minimal direction.

**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?**

The essential duties of this position are to provide daily administrative assistance and management support to the MIOSHA Deputy Director and Appeals Director; to interact with MIOSHA customers and staff both in person and by phone; to track and maintain the MIOSHA appeals and civil litigation files, including data entry and docketing of activities; drafting, proofreading and formatting general correspondence and legal documents such as motions, briefs, subpoenas, discovery responses, settlement agreements, exhibit and witness lists; formatting and publication of section policies and procedures; service of legal documents on the appropriate parties; processing of subpoenas, deposition notices and court orders for MIOSHA records or staff testimony; and general reception duties such as typing correspondence, escorting visitors, answering phone lines and routing calls to the appropriate person.

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

The task of data entry into the State Plan Application system as a back-up responsibility was added to duty #1.

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

The MIOSHA Deputy Director oversees the staffing and operational management of the agency. The deputy director supervises staff responsible for several critical operations within the agency including: the Appeals section, Standards and FOIA section, human resources, safety and health management, and document/policy management. The Executive Secretary 10 position provides legal and general administrative and management support to the MIOSHA deputy director, the appeals director, and their respective staff members. The appeals director and the appeals section staff represent MIOSHA in formal administrative hearings and prehearing conferences resulting from MIOSHA enforcement activities. The section also provides legal support to various other aspects of the agency's operations including the training on legal concepts; consultation on legal interpretations and procedures; drafting of legal documents and compliance with state and federal laws; and oversight of cases where MIOSHA is a named civil defendant, civil plaintiff or petitioner, or cases stemming from criminal provisions contained in the MIOSH Act. The appeals director serves as a litigator and general counsel to assist the agency in its operations.

**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:**

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. Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of correct English usage and grammar.

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

Knowledge of the organization and maintenance of filing systems.

Knowledge of scheduling and coordinating travel arrangements

Ability to make decisions where precedents may not be established.

Ability to apply the overall mission of MIOSHA to make administrative or executive support decisions.

Ability to review several diverse reference sources, select and synthesize data for reports and other forms of correspondence.

Ability to use diplomacy and discretion, when giving out information and referring and directing callers and visitors.

Ability to create presentations, charts, graphs, databases, and spreadsheets.

Ability to perform mathematical calculations.

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 communicate effectively.

Ability to compose routine correspondence and reports.

Ability to type.

Ability to operate standard office equipment.

Ability to learn and retain detailed and complicated instruction and be able to adjust to frequent changes in procedures.

Ability to proficiently use Microsoft Office applications, including Word, Excel, Outlook, and Access is required.

Knowledge of MIOSHA's contested case processes is highly desirable.

Knowledge and ability to work in a legal setting.

Knowledge of Public Act 154 of 1974 (the Michigan Occupational Safety and Health Act) is required based upon statutory requirements and time limitations on appealed cases.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None required, but commission as a notary public is preferred.

**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.

None

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

CLAY BOAK

Appointing Authority

6/12/2025

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