

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

Position Code

1. SECRTYAO77R

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Executive Bureau
4. Civil Service Position Code Description Secretary-A	10. Division Offender Success
5. Working Title (What the agency calls the position) Secretary - MAERS Data	11. Section Education
6. Name and Position Code Description of Direct Supervisor DERKS, DAVID N; SCHOOL PRINCIPAL-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor GAY, HEATHER M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work GVP / Hybrid Schedule; 7:00 am - 3:30 pm

14. General Summary of Function/Purpose of Position

This position performs a variety of activities for the Michigan Department of Corrections (MDOC)– Education Section and the Michigan Department of Education - Labor and Economic Development (LEO) section.

The MDOC Education section is one school district and the largest provider of Adult Education in the state. Our Academic program is responsible for educating incarcerated adults in our state who do not have a High School Diploma or High School Equivalency. This program must meet certain legislative guidelines, federal guidelines, and local governing policies all which include monitoring of benchmarks established for the state of Michigan by the Federal Government in the National Reporting System.

This position includes collaboration with MDOC Education Administration and Principals to track benchmarks internally for over 5000 students. This position will be the recognized resource for the MAERS database system. This position will be responsible to maintain and track enrollment and enter data into the MAERS database system for the required state and federal reporting. This position will be responsible to create and build new classes, for teachers, in the MAERS database. This job will include the collection and compilation of statistics that measure, track, and evaluate the Academic Program. This includes 27 individual schools' information, statistics, and data from their local program to ensure we are meeting state benchmarks. Additionally, this job will include the examination of data trends while also compiling reports for leadership. This position will also be responsible for identifying training needs and staff development opportunities. This position will provide resources and guidance for a variety of support activities to staff and management within correctional facility schools and Central Office. This position serves as the primary contact between MDOC-Education and MDOE-LEO.

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

This position will provide support and collaboration with MDOC Education Administration and facility school principals. This position will be the recognized resource for the MAERS database system. This position will collect, compile, and track education records and statistics of 27 facility schools and over 5000 students.

Individual tasks related to the duty:

- Maintain and track enrollment of all academic students in the MAERS database.
- Reviews and evaluates monthly teacher and student attendance hours.
- Report, manage, and review demographic, assessment enrollment, outcomes, and rollover data into the MAERS database system, required for state and federal reporting.
- Create and build new classes for teachers in MAERS database.
- Create, generate, and share monthly data reports with MDOC schools administrators.
- Work with supervisors on process improvements and new procedures.
- Answers inquiries from facility education staff on month required assessment needs.
- Oversee and assure the completion and accuracy of entries by facility staff, ensuring adherence to policies and procedures.

Duty 2

General Summary:

Percentage: 30

Examine and analyze trends in corrections education to compile reports for MDOC Education leadership.

Individual tasks related to the duty:

- Prepare reports of MAERS database issues.
- Create and monitor MDOC statewide high stakes scores.
- Maintain and track monthly reports to determine if statewide education benchmarks will be met.
- Generate report of student posttest eligibility and assign to appropriate facility staff for completion.
- Follow-up and respond to facility staff regarding requested data and questions.

Duty 3

General Summary:

Percentage: 30

Identify training and professional development needs based on data trends, policy changes, and communication with Michigan Department of Education – Labor and Economic Opportunities (LEO) division.

Individual tasks related to the duty:

- Provide resources and training on new processes and their impact on the education section.
- Proposes revisions and make recommendations for changes on the data entry policies for MAERS.
- Plan and coordinate trainings that will assist in enhancing knowledge of education reporting data.
- Facilitate MAERS, TABE, and secretary training throughout the Department.
- Surveys enrollment related issues and determine areas of improvement for efficiency.
- Create procedure manuals and PowerPoint trainings.

Duty 4

General Summary:

Percentage: 5

Serve as primary contact between MDOC-Education and MDOE-LEO.

Individual tasks related to the duty:

- Work with supervisors on process improvements and new procedures.
- Create procedure manuals and PowerPoint trainings.
- Review policy and procedure changes and revise manuals and training materials to ensure compliance.
- Facilitate MAERS, TABE, and secretary training throughout the Department.

Duty 5

General Summary:

Percentage: 5

Other duties assigned.

Individual tasks related to the duty:

- Any additional duties as assigned.
- Serve as back to the MDOC-Education as needed

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

Researching data trends to assist in preparing for statewide trainings, partnering with interdepartmental and external departmental stakeholders, interpreting rules and regulations and providing recommendations.

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

Decisions that impact MDOC Administration and/or Michigan State agencies, professional development, joining professional organizations/committees, and budgeting.

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.

Bending, sitting, light lifting, and continual exposure to computer screen. Standard office environment.

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):

☒ Complete and sign service ratings.

☒ Assign work.

☐ Provide formal written counseling.

☐ Approve work.

N		N	
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

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

This is a new establishment.

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

The Education Section provides oversight for all correctional facility schools in areas of curriculum, and reporting. This position is the subject matter expert for all required information into MAERS (Michigan Adult Education Reporting System).

This position works without direct supervision most of the time. Work is completed independently, with time and workload being managed appropriately, sometimes under extreme pressure to complete many assignments at the same time.

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 the MAERS database system.
- Knowledge of and ability to interpret and apply complex rules, regulations, policies, and procedures.
- Knowledge of the supervisor's point of view and priorities and the ability to make decisions and take appropriate actions.
- Knowledge of office practices, procedures, and computer software programs.
- Knowledge of organization, workflow, staffing, forms and procedures.
- Knowledge of the use and make up of forms.
- Ability to meet schedules and deadlines of the work area.
- Ability to compose routine correspondence and reports, and the knowledge of correct English usage and grammar.
- Ability to analyze and assess services and operations for quality, efficiency, and effectiveness and to make recommendations for improvements.
- Ability to follow, apply interpret, and explain instructions and/or guidelines.
- Ability to communicate effectively.
- Ability to determine work priorities.
- Ability to coordinate work of the unit.
- Ability to meet schedules and deadlines of the work area.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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.

N/A

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

STEPHEN FORREST

1/23/2024

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