

CS-214
REV 8/2007

1. Position Code
SECRTRYAA24N

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.) Vacant	8. Department/Agency DEPARTMENT OF CORRECTIONS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) BHCS
4. Civil Service Classification of Position SECRETARY A (9)	10. Division NORTHERN REGION
5. Working Title of Position (What the agency titles the position) SECRETARY – NORTHERN REGION MENTAL HEALTH DIRECTOR'S OFFICE	11. Section CORRECTIONS MENTAL HEALTH PROGRAM
6. Name and Classification of Direct Supervisor TOM OSIER, M.A. SAM 15	12. Unit MARQUETTE BRANCH PRISON – NORTHERN REGION CORRECTIONS MENTAL HEALTH PROGRAM
7. Name and Classification of Next Higher Level Supervisor KATHY MUTSCHLER, DIRECTOR OF CORRECTIONS MENTAL HEALTH PROGRAM	13. Work Location (City and Address)/Hours of Work 1960 U.S. HWY 41 MARQUETTE, MI/BUSINESS HOURS
14. General Summary of Function/Purpose of Position Performs senior secretarial and administrative assistant duties for the Mental Health Services Northern Regional Director. Composes and types correspondence, position descriptions, operating procedures and other documents required by the Regional Director, prepares documents in Excel, Access, Power Point & Word as required, acts as timekeeper and back up timekeeper for teams in region auditing and submitting payroll as needed, does data entry in CMIS/OMNI as needed, maintains meeting / appointment schedule for the director and completes other assignments as requested by the regional director.	
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15. Please describe your assigned 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.

Duty 1

General Summary of Duty 1

% of Time 50%

Provides secretarial support for the regional director utilizing a word processor, computer, dictation equipment, etc.

Individual tasks related to the duty.

- Takes and transcribes dictation; types letters, reports, and confidential reports regarding staff and prisoners.
- Proofreads and edits materials for proper spelling, grammar, punctuation, and content.
- Schedules regional director's calendar by making commitments for meetings, training sessions, interviews, presentations, and other activities.
- Arranges meeting / training locations, prepares agenda and meeting materials, takes and transcribes meeting minutes, and distributes information to directors/supervisors at program sites within the Mental Health Services Region wide and at times, statewide.
- Prepares/revises reports, documents, and charts, utilizing but not limited to Access, Excel, PowerPoint and MS Word, based on requests from regional director and department staff.
- Assist Regional Director in accessing information in the OMNI, CMIS, NEXTGEN, NEOGOV and DCDS systems

Duty 2

General Summary of Duty 2

% of Time 30%

Receives telephone calls and screens callers, provides information, interpreting supervisor's point of view and with knowledge of policies and procedures, or refers caller to appropriate staff. Contacts Mental Health Services staff / supervisors providing regional director's instructions / requests on various issues. Sets up and maintains filing system for director's correspondence, monthly reports, CQI audits, etc. Distributes information to Mental Health Services regional staff. Respond either verbally or in writing to requests from various staff within the Mental Health Services and DOC requiring basic information/policies/procedures.

Individual tasks related to the duty.

- As supervisor is often traveling to other facilities and not on-site, this position must handle a considerable number of inquiries independently and consistently with knowledge of department policy, philosophy, and director's viewpoint.
 - Opens and scans mail screening that which can be handled personally and distributes items requiring supervisor and / or other staff response.
 - This position functions as a liaison to other staff in conveying information or instructions from the regional director.
 - Establishes and maintains Microsoft Word, Access, Excel, E-mail, and other computer files, as well as hard-copy files.
 - Assembles and summarizes information from various periodicals, documents, newspapers, and other resources for use by director and mental health staff within the region.
 - Follows up with regional staff requests for information and questions.
 - Responds to various requests for information in writing, using knowledge of departmental policies, procedures, and director's philosophy and the program's mission.
 - Independently composes and answers correspondence and presents to regional director for approval.
- Responsible for collecting monthly reports from program sites, reviewing contents to ensure all necessary information has been provided, and assists program director in compiling various reports from the information collected.

Duty 3

General Summary of Duty 3

% of Time 5%

Arranges interviews for vacancies within the department and assists director in preparing confidential personnel materials.

Individual tasks related to the duty.

- This position prepares interview packets, position descriptions, and program descriptions for various applicants to review.
- Arranges for LEIN clearance and passes through the Deputy Warden's office allowing prospective employees to tour the facility.
- Types disciplinary reprimands, investigations, findings of investigations, memorandums, and other personnel materials for the program director, maintaining confidentiality at all times.
- As the secretary for the Regional Director, maintains calendar of vacation, annual, and sick leave requests for the staff within the department under the regional director's supervision.
- This position is also responsible for typing annual performance ratings generated by the regional director for the department.

Duty 4

General Summary of Duty 4

% of Time 15%

Coordinates general office activities, ordering, payroll, inventories, and other related duties in Civil Service job description and as assigned by program director. Assists director in preparation of tracking staff training and recommendations for mental health staff to Mental Health Services Director.

Other duties as assigned.

Individual tasks related to the duty.

- Orders office supplies, educational books, periodicals, manuals, psycho educational modules, equipment, computer supplies, etc. for program director and department staff.
- Responsible for inventory of furniture, equipment, and computers for mental health services staff and informs staff of any upcoming computer training
- Provides input and recommendations for improvement of the general office operation and efficiency.
- Makes recommendations regarding the purchase of office equipment and text materials.
- Reviews/audits payroll bi-weekly making changes/corrections as needed. Submits payroll to HR.
- Prepares reports and charts using Access, Excel and MS Word, from Performance Audit results indicating deficiencies in areas of services which would benefit from additional training or in-service.
- Maintain required computer program user id's and passwords.
- Remains drug and alcohol free at work as required by policy and provides necessary test samples when required.
- Complies with any lawful request from custody authority during mobilizations or other emergencies.
- • Completes required training for year.

Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

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16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

The person in this position functions very independently. Prioritizing workload based on operational need and deadlines. As the Regional Director is frequently at other sites, this position must make independent decisions on a regular basis using knowledge of policies, procedures, and the director's philosophy. Referring emergency and general information calls to the appropriate staff person. The position deals with a large amount of confidential information and requires extensive knowledge of the laws, policies and procedures relating to such. The decisions made by this person affect the entire Corrections Mental Health Program. This position often responds on behalf of the Supervisor, whose busy schedule does not always allow him/her to be readily accessible.

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

Decisions regarding personnel issues – requests for leave, administrative leave, initial development of guidelines, operating procedures, policy, department philosophy, equipment requests for approval, treatment issues, budget issues or specific confidential information. At times, the priority of the work will be determined by the Supervisor.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Physical activities include: considerable sitting; some standing, walking, reaching, lifting, carrying; minimal bending. This position is located inside the security perimeter of a prison facility and has daily contact with prisoners resulting in the potential for physical harm and possible exposure to communicable disease.

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.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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.

☐ Approve leave requests.

☐ Review work.

☐ Approve time and attendance.

☐ Provide guidance on work methods.

☐ Orally reprimand.

☐ 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?

The essential duties of this position are to provide secretarial and office support for a Regional Director within the Mental Health Services. The major emphasis is on providing information, interpreting the supervisor's point of view, knowledge of our policies and procedures, and referring calls to appropriate sources. In general, this position's responsibility is to coordinate and to ensure a smooth flow of information to and from the regional director's office and implementation of directions given to all staff under the regional director's supervision..

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 function of this work area is the planning, organizing, implementation and evaluating of Mental Health Services for a specific region within the Department of Corrections, Mental Health Services program. This position fits into that function in providing information, gathering information for supervisor to review in the planning process; organizing meetings, activities, and interviews to implement the process, and the gathering of status reports. Conveying to all other staff in the Mental Health Services the requests and directives of the regional director as well as the director.

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

EDUCATION:

High School Diploma

EXPERIENCE:

One year as a Secretary E8 or equivalent experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to operate a computer and fax machine, excellent spelling and grammatical abilities, ability to get along with many diverse personalities, and an ability to deal with prisoners. Working knowledge of computer programs including but not limited to Access, Excel, PowerPoint, MSWord, OMNI, DCDS and CMIS..

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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

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