

**State of Michigan
Civil Service Commission**

Position Code

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 STATE POLICE |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) State Services Bureau |
| 4. Civil Service Position Code Description SECRETARY-A | 10. Division Emergency Management and Homeland Security Division |
| 5. Working Title (What the agency calls the position) Administrative Assistant | 11. Section State and Local Support Section/Financial Management and Audit Section |
| 6. Name and Position Code Description of Direct Supervisor COVEY, GABRIEL J; STATE POLICE FIRST LIEUTENANT | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor BRIGGS, BRIANNA L; STATE ADMINISTRATIVE MANAGER-2 | 13. Work Location (City and Address)/Hours of Work 7150 Harris Dr., Dimondale MI / Monday through Friday, 8 a.m. to 5 p.m. |

14. General Summary of Function/Purpose of Position

This position serves as the management assistant providing administrative support to the State and Local Support Section and the Financial Management and Audit Section. This position is responsible for the preparation and distribution of correspondence, scheduling meetings, assisting as needed with travel arrangements, maintaining grant-related and general office records, maintaining meeting minutes, serve as backup to Finance Unit staff in paying invoices, preparing drawdown memos, and assisting with timekeeping activities. This position requires a thorough knowledge of Microsoft Office (Word, Excel, Access, Outlook), and experience with State of Michigan programs including SIGMA and NEOGOV. This position provides backup to other division administrative assistants as needed and may handle confidential information. This position must function in a bias free manner.

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: 45

Perform administrative support responsibilities and duties for the State and Local Support Section Manager and section personnel.

Individual tasks related to the duty:

- Compose various documents, correspondences, federal grant letters, reports, and supporting documentation. Review, edit, proofreading of confidential documents, and instructional information.
- Schedule and arrange meetings, both on site and off site; coordinate and facilitate meetings to include developing meeting agendas. Record notes and compose meeting minutes.
- Attend meetings in place of supervisor to represent section point of view and report on proceedings.
- Responsible for maintaining the section's weekly, monthly, and yearly calendar. Track employee vacation and alternative work schedules.
- Update the quarterly Duty Officer schedule.
- Update and maintain accuracy of Local Emergency Manager/Agency database for the Division. Receive and review personnel and contact information changes from local emergency management programs. Prepare reports, mail merge letters and print labels using the database. Determine need for and develop queries to create data for monthly reports and special requests.
- Purchase and process payments for section supplies, as needed.

Duty 2

General Summary:

Percentage: 35

Perform administrative support responsibilities and duties for the Financial Management and Audit Section Manager and section personnel.

Individual tasks related to the duty:

- Assist in the preparation of budgets, financial reports, and grant draw down memos.
- Assist with document organization, scanning, and conversion to PDF, when needed.
- Confirm Federal Funding Accountability and Transparency Act Reporting is done monthly.
- Review and send ADM-65's for Finance Unit manager review and approval.
- Assist with the compilation of training documents.
- Provide backup for the unit in reviewing financial coding and approvals.
- Enter grant reimbursement requests for payment into SIGMA upon approval by unit analyst or manager.
- Prepare and maintain grant-related correspondence to include forms, letters, advance of funds forms, and any required follow-up correspondence. This may require employees to compose specific correspondence to a unique situation.
- Maintenance of grant-related files ensuring accuracy of files for audit purposes.
- Based on grant guidelines, aid in the streamlining grant procedures.
- Maintain vendor ID and mail code lists.
- Review division payments on a regular basis for completeness and accuracy.
- Review of invoices and billings for completeness.
- Track and follow up on status of payments when necessary.

Duty 3

General Summary:

Percentage: 15

Provide administrative support to both the State and Local Support Section and Financial Management and Audit Sections.

Individual tasks related to the duty:

- Review and edit outgoing section correspondences and reports for grammar and errors.
- Make conference arrangements, travel reservations, flight, and lodging arrangements for section staff.
- Gather data for surveys or perform research on special subjects or projects. Gather data from files, documents, and other sources and provide summary information when requested.
- Assist with monitoring and reconciling section budgets.
- Set up and maintain files assuring the accuracy of files for audit purposes. Monitor files in accordance with EMHSD Records and Retention Schedule. Prepares files and records for transport to Records Center or State Archives.
- Coordinate schedules of section staff, schedule appointments and meetings for professional staff, utilizing Outlook calendars.
- Provide administrative support for other sections, meetings, task forces, and work groups.
- Review, edit, and submit section policy and procedures yearly.

Duty 4

General Summary:

Percentage: 5

Provide support to the division during activation of the State Emergency Operations Center (SEOC) for disaster or emergency drills, exercises, and actual events. Perform other duties as assigned.

Individual tasks related to the duty:

- Perform emergency support functions in the SEOC during disaster emergency drills, exercises and actual events as assigned or as required by the Incident Command System and in accordance with standards set forth by the National Incident Management System (NIMS) and the National Response Framework (NRF).
- Be available to respond to disasters within the state of Michigan.
- Cross train with other EMHSD staff.
- Perform 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.

Personal discretion is used often to determine priority of assignments to be completed and how to proceed with daily tasks based on existing policy and procedure. Decisions on prioritizing duties and assignments based on knowledge of supervisor's point of view, the mission, goals, and objectives of the section and division.

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

When policies and procedures are unclear or non-existent. When information needed to complete assignments is not available from known source.

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.

This position entails routine office work including use of a personal computer, telephone, fax, general office, and audio-visual equipment. Standing, sitting, typing, writing, walking, stooping, kneeling, carrying, and bending are all physical tasks that may be performed occasionally. This position will participate in meetings, occasionally requiring driving to meeting locations and transporting boxes of published material. This position is required to be available to work overtime in a disaster or emergency. This position may be sent into the field to conduct damage assessments following an emergency situation.

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?

Perform management support responsibilities and duties for the State and Local Support Section Manager, the Financial Management and Audit Section Manager, and section personnel.

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

The essential administrative support duties of this position are still included in this PD. Updates were made to the bureau, general formatting, and bias free language added.

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

The work area includes the Emergency Management and Homeland Security Division (EMHSD) administrative and staff offices, as well as the State Emergency Operations Center (SEOC). The EMHSD is responsible for all aspects of emergency management and homeland security within the state and is the state level agency responsible for the planning and coordination of state level response to disasters and emergencies (through the SEOC) and the coordination of homeland security initiatives. This position provides administrative support to the State and Local Support Section, Public Information Officer, and Support and Outreach Unit, undertakes assigned roles within the SEOC during emergencies or activations, and may be sent into the field as part of a damage assessment team following an emergency.

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:

Written and oral communication skills. Ability to manage multiple priorities and heavy workloads. Experience and knowledge of MS Office software to include Word, Excel, Access, and Power Point. Ability to handle sensitive issues and information in a confidential manner. Knowledge of the state's emergency management system, structure, and procedures is desired.

CERTIFICATES, LICENSES, REGISTRATIONS:

Professional Emergency Manager (PEM) designation is required. (Can be obtained following appointment).

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.

EMILY UPTON

12/16/2025

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