

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

Position Code 1. SECRTRYAL31R

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 Risk Reduction and Recovery Section
6. Name and Position Code Description of Direct Supervisor BURGER, PENELOPE J; DEPARTMENTAL MANAGER-4	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 Drive, Dimondale, MI 48821 / Monday through Friday, 8 a.m. to 5 p.m.

14. General Summary of Function/Purpose of Position

This position will serve as an administrative assistant to the Risk Reduction and Recovery Section manager and provide administrative support to section personnel. The employee will be responsible for preparation and distribution of correspondence, maintaining grant related and general office records, assist with presentations and compilation of related materials for trainings and briefings, and maintain meeting minutes as requested. This position will also provide backup to the division executive management assistant as well as assist other section administrative assistants as needed. 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: 70

Perform management support responsibilities and duties for the section manager and section staff. Provide administrative support for meetings, task forces, and workgroup.

Individual tasks related to the duty:

- Serve as liaison between section manager, division staff, and state agency representatives. Monitor assignments or requests and follow-up if necessary.
- Compose, prepare, and distribute correspondence. Review, edit, and finalize documents prepared by self and professional staff through spelling, punctuation, and grammar checks. Design, prepare, and maintain forms and letters.
- Gather data from files, documents, and other sources and provide summary information when requested.
- Fill requests for information via email, fax, and mailings.
- Coordinate the schedules of section staff and schedule meetings. Make travel arrangements as necessary or requested.
- Schedule meetings, organize logistics, and develop meeting agendas. Record, compose, and distribute meeting minutes.
- Schedule section training. Record and maintain file on training completed.
- Maintenance of grant related files ensuring accuracy of files for audit purposes.
- Based on grant guidelines, aid in the streamlining grant procedures.
- Serve as division phones coordinator.
- Update forms used in the section as needed.
- Other administrative duties as assigned.

Duty 2

General Summary:

Percentage: 20

Provide support and assistance to staff responsible for tracking required federal reporting related to grants managed and administered by Emergency Management Homeland Security Division (EMHSD). Also provide support during the implementation of the grants management system as needed.

Individual tasks related to the duty:

- Support staff implementing grants management system.
- Develop tracking tools for subrecipient single audits for staff responsible for federal reporting.

Duty 3

General Summary:

Percentage: 10

Provide support to the division during activation of the State Emergency Operations Center (SEOC) for disaster or emergency drills, exercises, and actual events and 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 Plan (NRP).
- Cross training with other EMHSD staff.
- Assist with state and federal disaster declaration activities.

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 the importance of information to be transmitted to the supervisor. May need to determine in advance what data and assistance supervisor/staff will need.

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

The supervisor will review all recommendations such as changes in policy that have substantial impact on the division or information to be release to callers or 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.

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 may be required to be available to work in times of emergency.

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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| 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?

The essential duties of the position are to provide administrative support to the Risk Reduction and Recovery Section Manager and to section staff, interpret policies and procedures, and prepare financial grant draw down memos.

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

Updates have been made to the bureau name, duties related to FFATA have been removed as this is being handled by the Financial Management and Audit Section, as well as removing the language regarding temporary assignments with DHS/FEMA as this position will serve in a role they're trained to perform but not be reassigned to federal partners.

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 staff offices, as well as the State Emergency Operations Center (SEOC). The EMHSD is the state level agency responsible for all aspects of the emergency management and homeland security within the state and is responsible for the planning and coordination of state level response to disasters and emergencies through the SEOC. This position provides administrative support to the Grants and Financial Management Section.

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 communications skills. Ability to manage multiple priorities and heavy workloads. Skill in Word, Excel, and Access software with the ability to create spreadsheets and reports containing charts and graphs.

CERTIFICATES, LICENSES, REGISTRATIONS:

Professional Emergency Manager (PEM) designation is required. (May 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.

N/A

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

EMILY UPTON

4/1/2026

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