

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 MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Laboratories
4. Civil Service Position Code Description Senior Exec Mgt Asst-2	10. Division
5. Working Title (What the agency calls the position) Management Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor VACANT; SENIOR MANAGEMENT EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor LYON-CALLO, SARAH; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 3350 N. Martin Luther King Jr. Blvd., Lansing, MI / 8:00am - 5:00pm, Monday - Friday
14. General Summary of Function/Purpose of Position Functions as the management assistant and secretarial/administrative support to the Senior Management Executive (SME) for the Bureau of Laboratories. Coordinates in support of the Executive's planning, development and executive management of Bureau programs and policies. Position exercises extensive independent judgment to select proper courses of action. Position also provides for executive direction and coordination of Bureau administrative support functions through division secretarial positions.	

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: 40

Performs a variety of administrative and executive support tasks for the SME.

Individual tasks related to the duty:

- Performs a variety of executive support tasks which may be highly confidential and sensitive.
- Receive and makes telephone calls for the Bureau and takes messages or direct callers to appropriate division.
- Reads and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards appropriate materials to the executive and staff.
- Serve as liaison between the executive and subordinates or others, transmits directives, instructions and assignments and follows up on status of assignments.
- Updates executive on status of issues before scheduled meeting.
- Takes and transcribes meeting minutes and keeps records of meeting proceedings.
- Performs other duties either, assigned or self determined, to facilitate the timely and effective execution of the Executive's responsibilities.

Duty 2

General Summary:

Percentage: 40

Provides administrative support for efficient use of the Executive's time.

Individual tasks related to the duty:

- Makes domestic and foreign travel arrangements; prepares itineraries, makes hotel reservations; prepares and compiles travel vouchers, prepares employee reimbursement requests, and maintains all travel records.
- Coordinates and facilitates the executive's calendar to arrange appointments, meetings, conferences, and Bureau car.
- Prepares meeting materials and supplies/equipment.
- Plans and coordinates professional conferences and meetings.
- Performs other duties or activities, as assigned or self determined, to ensure the efficient use of the Executive's time.

Duty 3

General Summary:

Percentage: 20

Coordinates office management activities for the Bureau Executive.

Individual tasks related to the duty:

- Operates computer to produce a variety of documents, charts and graphs in final form.
- Composes letters memoranda, and E-mails in response to incoming calls.
- Reviews, proofreads, and edits documents prepared for the executive's signature.
- Establishes and maintains various filing and records management system
- Establishes and maintains tracking system for employee health and safety records.
- Updates employees immunization records in the Michigan Immunization Registry (MCIR) on-line system.
- Processes Telephone Service Requests and cell phones and pagers for the Bureau.
- Audit time sheets in DCDS.
- Coordinates Salvage/Disposal pick-ups for the Bureau.
- Schedules employees for appointments to get their immunizations.
- Coordinates Flu Clinic and In-House Immunization Clinic for the Bureau.
- Processes Access Requests to the building, Network User ID Requests, for the Bureau.
- Coordinates New Employee Orientation for new employees.
- Coordinates and schedules Bureau car for routine maintenance and processes monthly travel log.
- Performs other duties, as assigned or self determined, to ensure efficient and timely execution of Bureau activities.

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

Extensive independent judgment is exercised to select proper courses of action with knowledge of Executive's point of view. Analyze and prioritize incoming data, information and requests ensuring that the Bureau Executive is advised as to status and impact upon existing and or planned Bureau activities. Determine necessary follow-up and, as needed, delegate appropriate assignments to responsible areas and/or personnel for completion. Provide for and promote favorable public relations in all contacts whether they are Legislators; Physicians; Senior Department staff; Local Health Jurisdictions or the General Public.

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

Decisions made regarding assuring Bureau mission compatibility with Department goals, priorities and strategies.

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.

Physical Activities: Sitting, standing, climbing, stooping, lifting, walking

Conditions/Hazards: cold, heat-occasional odors

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?

Duties 1-3 as described above.

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

New position.

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

The Bureau of Laboratories provides statewide testing and consultation for public health threats. This position is the administrative assistant to the laboratory director/bureau executive.

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:

Senior Executive Management Assistant 11

Six years of office experience involving administrative support practices, including three years equivalent to an advanced, 8-level, administrative support worker, Secretary E8, or Legal Secretary E8; two years equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9; or, one year equivalent to the Division Head Legal Secretary 10 or Executive Secretary E10.

Alternate Education and Experience

Senior Executive Management Assistant 9, Senior Executive Management Assistant 11, Senior Executive Management Assistant 13, 15

Possession of an associate's degree in applied arts and sciences in an executive secretarial science curriculum may be substituted for one year as a Secretary 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed in the Civil Service job specifications. In addition:

- Knowledge of the application of instructions and guidelines to specific problems.
- Knowledge of the application of the mission of the Bureau to the performance of executive support activities.
- Knowledge of organization, punctuation, and composition of business letters, reports, charts and tabular materials.
- Knowledge of correct English usage, spelling and punctuation.
- Knowledge of computer environments i.e. Windows, Microsoft Office applications including Word, Excel, and Access
- Knowledge of the organization and maintenance of filing systems.
- Knowledge of techniques of receiving calls, making appointments and giving information
- Some knowledge of human resource practices
- Ability to make decisions where precedents may not be established.
- Ability to follow complex instructions.
- Ability to compose letters and memoranda.
- Ability to use diplomacy, discretion, and judgment in giving out information and referring callers
- Ability to make decisions and take necessary actions.
- Ability to maintain composure during stressful situations.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

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.

None.

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

LIBERTY IRWIN

3/4/2026

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