

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

Position Code 1. EXCSECEI55N
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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) Budget and Operations Administration
4. Civil Service Position Code Description Executive Secretary-E	10. Division Procurement, Monitoring, and Compliance
5. Working Title (What the agency calls the position) Secretary	11. Section
6. Name and Position Code Description of Direct Supervisor JOHNSON, SHARENE Y; STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor HAMP, JULIE; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

This position performs as an Executive Secretary and provides executive assistance to the Procurement, Monitoring, and Compliance Division Administrator and provides executive support to the Finance and Budget Division staff. This position is responsible for conducting research, reviewing correspondence to determine appropriate person to respond; prepares, reviews, and maintains correspondence and reports, provides information to other agencies and staff, schedules meetings, take and transcribes meeting minutes, prepares timekeeping for PMCD, Budget, Accounts Payable and Finance staff, creates job postings in NEOGOV, is the MDOC Surplus Coordinator and MI-TRAIN Administrator. The position is also responsible for the onboarding/offboarding of new staff, maintains and orders supplies, along with overseeing the printers and maintenance of printers located on the floor. This position requires a person who is independently motivated and able to be trusted with confidential information. Deadlines and stress levels associated with this position requires a person with composure and skill in human relations.

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

Develops and coordinates office management procedures and activities.

Individual tasks related to the duty:

- Receives/reviews incoming correspondence and reports determining what can be handled personally and forwarding remaining correspondence and reports to supervisor and appropriate staff anticipating and furnishing material for supervisor's replies when needed. Knowledge of the PMCD workflow is needed to properly route information and requests for information. Maintains confidentiality of documents and information received.
- Receives, reviews, and determines distribution of Departmental, State-wide and specialized instructions, procedures and policies. This includes a review of these informational documents to determine which impact on PMCD will be needed to be brought to the PMCD's Administrator's attention.
- Prepares, edits, and independently responds to correspondence and requests for information of a non-technical nature for the PMCD Administrator and other professional staff. Ensures proper distribution and format.
- Schedules and arranges meetings for the PMCD Administrator and other professional staff and assembles related materials and information as needed.
- Provides management assistance in the collection of data for financial reports and proofread documents before distribution to other department staff and other state agencies.
- Telecom Coordinator/Authorized Requester for the 5th floor. This includes onboarding of staff - requesting H and S drive access for new staff, creating the application for the building access card, completing the Cisco 906 phone form for telephone additions, deletions, and changes. Also includes offboarding of staff when exiting PMCD, Finance, Accounts Payable and Budget.
- Works with Automated Data Systems Section staff when licensed applications are requested/approved – i.e., Adobe Pro.
- Responsible for tracking all PMCD staff work from home logs.

Duty 2

General Summary:

Percentage: 30

Provides executive assistance to the PMCD Administrator and PMCD Managers in special projects as assigned.

Individual tasks related to the duty:

- Coordinates special projects when assigned gathering information and reviewing information for completeness of information requested. Searches files for information to be used in special projects.
- Responsible for scheduling/taking/transcribing monthly staff meetings. Also creates appointments for PMCD group meetings. Determines and compiles pre and post meeting material.
- Provides information to staff when changes in policies and procedures.
- MI-TRAIN - The PMCD MI-TRAIN Administrator is responsible for granting user access and assigning required training to new contractual employees as well as established contractors completing in-service training requirements. This role requires the ongoing monitoring of a Microsoft Forms inquiry of incoming contractors seeking training, a review of contractor services and access levels to determine appropriate training, and the assignment of training plans within the MI-TRAIN Learning Network. This role will also manage a dedicated MDOC-MITRAIN mailbox for routine correspondence and troubleshooting.

Duty 3

General Summary:

Percentage: 10

Michigan Department of Corrections Surplus Coordinator.

Individual tasks related to the duty:

- Ensure paperwork is properly completed for surplus items for the Department. Reviews necessary paperwork for Surplus requests, communicates with DTMB Surplus staff.
- Attends Quarterly Surplus Meetings.
- Work with facilities when surplus items need to be handled.
- Handles all Surplus issues within Grandview Plaza.

Duty 4

General Summary:

Percentage: 10

Provides additional operational support services for PMCD along with support services for staff in Finance, Accounts Payable and Budget.

Individual tasks related to the duty:

- Responsible for maintaining appropriate inventory of specialized forms, documents, and supplies.
- Serves as initial reviewer of requests for equipment and supplies requested by other employees.
- Prepares Time and Attendance in SIGMA for PMCD, Finance, Accounts Payable and Budget staff.
- Responsible for ordering supplies and maintenance of the copiers on 5th floor at Grandview Plaza.
- Prepares orders for the AARP process.

Duty 5

General Summary:

Percentage: 10

Supports PMCD Administrator who is Grandview Plaza Building Manager.

Individual tasks related to the duty:

- Responds to building issues in a timely manner.
- Assists Security Staff with building issues as needed.
- Contacts lower-level café vending staff for building closure dates.
- Reports building issues to the lessor for scheduled maintenance.
- Liaison with Grandview Plaza maintenance worker and building owner.
- Notify janitorial contractor for cleaning issues.

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

Directing calls or visitors to proper person/office.

Deciding when to interrupt or contact Administrator as it affects Administrator's workflow and person needing information.

Determining when it is necessary for the Administrator to attend a meeting, handle correspondence, or when someone else could take care of request. This affects Administrator and the person requesting the meeting or information. Requires discernment and tact.

Determining whether to disclose confidential information to requestors when Administrator is unavailable. This affects caller, requestor, and the department. Discretion is needed to handle properly.

Ordering supplies and materials. This affects entire staff and operations of all divisions on 5th floor at Grandview Plaza if supplies are not available for use and equipment cannot be operated.

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

Advise on releasing information to individuals not normally dealt with such as the media, lawyers and unions. If several high priority assignments were needed, would need ranking as to importance.

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.

Mostly sitting at a desk in an office setting. Some bending, stooping and reaching while filing. Also, lifting of boxes when supplies are needed and received.

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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

As the PMCD Administrator's Secretary, this position is responsible to provide executive assistance, conduct research, review correspondence, and provide executive support to Budget and Finance staff. Provision of secretarial support to other PMCD employees must be integrated with demands pertaining to the PMCD Administrator's position.

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

No Changes

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

The Procurement, Monitoring and Compliance Division (PMCD) is responsible for oversight of all MDOC's contracted vendors. This division conducts transparent, fair, and value-based procurement, identifies risks, develops monitoring plans, and holds vendors accountable to fulfill contract obligations. The division is also responsible to complete Audits, inspections, against state and federal standards ensuring that they are incorporated into our compliance structure, including being responsible for the Department's PREA Unit. This division works collaboratively with internal program stakeholders, other State departments, and hundreds of contractors. Our division incorporates a work process that includes a culture of accountability and continuous quality improvement that is dedicated to the Department's success.

This position prepares reports, reconciliations, and coordinates payroll warrant distribution for BOA. Processes numerous requests for information, assists in preparation of Boilerplate reports to House and Senate Fiscal Agencies, the State Legislature, other State Departments/Agencies and requests from the Director, Deputy Director, from within the Department of Corrections. This position coordinates timelines for PMCD's responses to these requests and provides the secretarial support necessary to complete all the above tasks in a timely and efficient manner.

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:

Executive Secretary E10

Five years of office experience involving administrative support practices, including two years equivalent to advanced (8) level administrative support work, Secretary E8, or Legal Secretary E8; or, one year equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

The ability to organize, manage and coordinate the Administrator's schedule. Must include other personnel while scheduling multiple meetings and taking minutes. Work well under demanding and time sensitive conditions. Good communication skills are a must, including a working knowledge of computers, SIGMA, NEOGOV, and word processing software. Has significant access to executive level personnel and requests for information. Must have ability to exercise discretion in giving out information that can be highly confidential.

**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.

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