

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

Position Code

1. EXCSECEB51R

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 Accounting and Finance Division
5. Working Title (What the agency calls the position) Executive Secretary	11. Section
6. Name and Position Code Description of Direct Supervisor ELLISON, TORI J; 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 provides executive assistance in a confidential capacity performing administrative support and office management activities for the Finance Division Chief Accountant/Administrator, Managers, and professional staff. This position assists in coordinating special projects and tracks year end deadlines for the division. This position is responsible for the procurement of office supplies and IT equipment and licensing/software and serve as authorized requestor and serves as timekeeper, coordinates staff hiring processes, tracks employee training, and maintains employee files for Finance Division.

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

This position provides executive assistance in a confidential capacity performing administrative support and office management activities for the MDOC Chief Accountant/Finance Division Administrator, Managers, and professional staff.

Individual tasks related to the duty:

- Manages scheduling commitments for the Finance Division Administrator, Finance Managers and Finance staff, and assembles related materials as needed.
- Prepares, edits, and independently responds to correspondence and requests for information of a non-technical nature for the Finance Division Administrator and other professional staff. Ensures proper distribution and format.
- Proofreads and corrects prepared material for correct grammar, spelling, punctuation, letter format, completeness, and content.
- Maintains files, records, and other data for the Finance Division Administrator.
- Reviews incoming correspondence and reports, screening those items that can be handled personally and forwarding the rest to appropriate managers and staff. Knowledge of the Finance Division workflow is needed to properly route information and requests for information. Maintains confidentiality of documents and information received.
- Follow-up with managers and staff on status of assignments when due.
- Attends meetings, create, and distribute meeting minutes. Compiles pre and post meeting material.
- Provides management assistance in the collection of data for financial reports and proofread documents before distribution to other department staff and other state agencies.
- Organizes and maintains filing and supply room.

Duty 2

General Summary:

Percentage: 25

Provides executive assistance to the MDOC Chief Accountant/Finance Administrator and Finance 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.
- Tracks deadlines and prepares response letters for Administrator and fiscal year end closing.
- Coordinates multiple-day conferences which includes arranging conference rooms, lodging, meals, conference speakers, small group activities, tracking participants, and serve as liaison to vendor.
- Track and compile monthly report information.
- Provides information to staff when changes in policies and procedures.
- Maintains org chart for the division.

Duty 3

General Summary:

Percentage: 15

Responsible for the procurement of office supplies and IT equipment and licensing/software and serve as authorized requestor for the Finance Division.

Individual tasks related to the duty:

- Responsible for ordering and maintaining supply inventory for Finance Division staff.
- Receive items delivered and complete receivers SIGMA.
- Make purchases using a State of Michigan issued procurement card, which requires knowledge of MDOC Pcard policies and procedures.
- Serves as initial reviewer of requests for equipment and supplies requested by other employees.
- Responsible for maintenance of the copiers on 5th floor at Grandview Plaza.
- Request quotes from vendors and enter DO, DOIT1, RQNIT1 with RADAR in SIGMA for purchase of IT equipment and licensing/software.
- Prepares orders for the AARP process.
- Authorized Requester for the Finance Division and backup for other authorized requestors for GVP-5th Floor and requests access to appropriate drives and folders for Finance.
- Complete SIGMA entries and RADAR for computer and equipment orders, software programs.
- Complete UDOCs for SIGMA access and requests for COMS access.

Duty 4

General Summary:

Percentage: 10

Serve as timekeeper, coordinates staff hiring processes, tracks employee training, and maintains employee files for Finance Division.

Individual tasks related to the duty:

- Perform all timekeeping duties related to SIGMA time for the division, including certification, corrections, etc.
- Provide backup for other timekeeping areas.
- Process NEOGOV entries for position postings or staff working out of class.
- Scheduling interviews and creating interview packets for interview panel.
- Maintain onboarding documentation files for all Finance staff ensuring that staff have appropriate equipment and accesses required to perform their job as determined by the supervisor.
- Works with managers to collect employee equipment and remove accesses upon employee off-boarding.
- Update and maintain Finance Division organizational chart and phone lists.
- Submit overtime exception letters for approval.
- Responsible for tracking all Finance Division staff training and updating managers on status of completion.
- Track and maintain employee Remote Work Agreements, Alternative work schedules, holiday leave coverage, office schedules, etc.
- Process cell phone requests.
- Reserve state cars for staff.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Complete annual training requirements.
- Lead and attend meetings.
- Other duties as assigned by supervisor.

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

- Prioritize urgent requests for Finance Administrator's time, as well as cancelling and rescheduling meetings.
- Handle and correspondence from individuals, including other state agencies, divisions, section managers and staff, other liaisons, and the public.
- Exercise extreme care and discretion in providing information when acting as liaison between the Division Administrator and staff.
- Determine which office supplies are necessary for the Division's operation and keep an appropriate supply.

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

- Confidential or sensitive situations where a precedent has not been established.
- Review of correspondence prepared for Administrator's signature.
- In cases involving sensitive issues or related to policy questions.

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.

All activities are normally performed in an office environment. No unusual physical effort or environment is involved. Majority of work is performed sitting at an ergonomically prepared workstation suitable for a personal computer user.

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?

To provide administrative support of the Finance and Accounting Chief Accountant/Administrator and Division Managers and supporting staff. This involves coordinating, scheduling, planning, deciding, corresponding, and communicating effectively and maintaining confidentiality.

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 Finance and Accounting Division is responsible for the proper recording and reporting of all financial transactions for the Department of Corrections which includes revenues, expenditures, payment processing, inventory, asset management, grant reporting, employee reimbursement, financial audits, court order unit, and maintaining digital records for the Department. This position provides administrative support to the Chief Accountant/Administrator for the Division, as well as to manager and staff with the division.

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:

- Excellent typing, computer, and general office business skills.
- Effective proofreading, communicating, organizing, and prioritizing skills with a high degree of accuracy and efficiency.
- Ability to work well with others, especially in maintaining high standards of customer service.
- Excellent written and oral communication skills.
- Confidence, good judgment, ability to handle confidential and sensitive matters.
- Experience with current technology (word processing, spreadsheets, database software, etc.) related to the functions of this position.
- Knowledge of departmental policies, procedures, and organizational relationships.

**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