

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: SECRTYAK60R

Civil Service Class and Level: SECRETARY-A

Working Title (What the agency calls the position): Secretary

Name and Position Code Description of Direct Supervisor: BERJAOUI, ADAM; SAFETY AND HEALTH MANAGER-3

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission): Michigan Occupational Safety and Health Administration (MIOSHA)

Division: General Industry Safety and Health (GISH)

Section:

Unit:

Work Location (City and Address)/Hours of Work: 530 West Allegan, Lansing MI / Monday – Friday 8:00 am to 5:00 pm

General Summary of Function/Purpose of Position: This position provides advanced level secretarial and management assistant duties in the General Industry Safety and Health Division. This includes, but is not limited to: Interpreting division policies and procedures for staff and customers; preparation of materials for supervisor review; secretarial support to one Health Supervisor and Industrial Hygienist staff as assigned; one Safety Supervisor and Workplace Safety staff; processing and data entry of employee safety and health investigations and complaints; arrangement of staff training at the OSHA Training Institute in Chicago, conferences, and Michigan Training Institute (MTI); arrangement of meetings and hotel reservations as assigned; entering field investigations into the federal data base on the OSHA Information System (OIS); and maintaining all logs and files.

Assigned duties and tasks for each duty.

Duty 1: Serve as management secretarial support to the Safety and Health Manager, Industrial Hygienist Manager (Health Supervisor), and Industrial Hygienist staff as assigned in District 4.

- Interprets division policies and procedures for staff and customers as needed. Makes incoming and places outgoing telephone calls and receives visitors for the unit and division. Screens and answers inquiries from staff members and the general public regarding departmental policies and procedures. Refers inquiries of a more technical nature to appropriate professional staff member or proper governmental and private agencies.
- Composes, letter format, and edits correspondence, reports, agency, and division instructions (using the document management system), and other documents from rough drafts, notes, and dictation for safety and health manager's signature.
- Prepares and edits correspondence, reports, data sheets, memos, vouchers, and other documents with some latitude as to the content from rough drafts, notes, and dictation for health supervisor and industrial hygienists.
- Serves as a liaison between the supervisor and staff, between staff and the Lansing Office, and between staff and the public by transmitting information, explaining work instructions, and following up on assignments.
- Creates and protects confidential and sensitive documents.
- Prepares minutes of district and regional meetings from notes.
- Assists in the study of office operations and services and gives input recommendations for improving efficiency and economy of operations.
- Read incoming correspondence and reports, screening those items that can be handled personally and forwarding the rest to supervisors and staff.
- Develops and maintains a variety of inspection and industrial hygienist tracking logs.

Duty 2: Process MIOSHA General Industry Safety & Health employee complaints.

- Processes complaints and prepares forms for investigation within deadlines.
- Enters complaint data in the federal OIS computer system.
- Maintains complaint logs and a hard copy of complaint records.
- Receives incoming calls from employees or employee representatives.
- Responds to employee complaints by letter with copies of any citation issued.

- Schedules informal conferences or informal reviews between complainants and division staff to discuss investigation results.
- Identifies and reports potential imminent danger situations received over the phone to the health supervisor, safety and health manager, or the division director.
- Contacts safety or health staff by phone, e-mail, or fax and assign complaint number for immediate investigation.
- Answers questions for the complainant or employer regarding the status of complaints consistent to the confidentiality requirements of Act 154, P.A. of 1974.
- Duplicate and send complete complaint investigation to the Employee Discrimination Section when investigating allegations of employer retaliation.

Duty 3: Type field staff's reports in the Federal OSHA Information System (OIS) and track assigned reports to ensure that they are complete and mailed prior to the 90-day deadline.

- Print citations and proof for accuracy.
- Place in supervisor's office for signature.
- Mail reports to the employer of inspection.
- Maintain log of all files for District 4.

Duty 4: First contact for GI Main phone, process mail, and office coverage as per schedule.

- Answer GI Main Line phones.
- Process mail twice per day as per schedule.
- Cover office as per schedule.

Duty 5: Secretarial and office support duties.

- Makes recommendations regarding the purchase of office equipment.
- Order all office supplies for District 4 office staff.
- Process all training documents for staff to attend conferences, OSHA Training Institute, or MTI courses.
- Sort and distribute incoming mail.
- Assemble and maintain case files and other confidential documents.
- Regular use of software applications and computer equipment.

Duty 6: Special assignments and other duties as assigned.

- Gathers data for surveys and perform research on special subjects and projects (e.g. for the strategic plan and for measuring district productivity).
- Develop, edit, and propose forms (computer and paper) and procedures for office correspondence.
- Special projects as requested by director or office manager in relation to office activities.

Types of decisions made independently and whom or what those decisions affect: Independent scheduling of duties based on an understanding of time critical issues. Division, agency, department level personnel, and Michigan workers are impacted by timely assignments to field staff.

Work independently to compose response letters to complaints and employers with complaint investigation results for one Safety & Health Manager, one Health Supervisor, and five Industrial Hygienists. Transfer phone calls to proper authorities, screen complaint calls as to imminent danger and assist industrial hygienists with decision necessary to complete a complaint investigation. Michigan workers, employers, division personnel, and other state agencies are affected by any decisions made.

Types of decisions that require the supervisor's review: Interpretations of occupational safety and health standards as listed on a complaint.

Assignment of personnel.

Unusual inquiries received from complainants or callers regarding a complaint.

Content of meeting agendas.

Travel vouchers.

Staff time sheets.

Physical effort used to perform this job and environmental conditions of this position: Typical office environment with extensive computer uses. This job requires the ability to withstand calls from upset employees concerned about working in unsafe conditions or in a life-threatening situation. Callers are also in fear of revealing their name because they do not want to be fired. There are other calls from employers trying to get the names of employees who filed the complaint. In both situations, the secretary must be able to answer concerns with correct information, according to Act 154, P.A. 1974 (as amended). The secretary must be able to work under deadline pressures for one Safety & Health Manager and district staff who are completing time sensitive compliance investigations.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: This position provides the full range of secretarial and administrative support to the Safety and Health Manager, Health Supervisor, and various Industrial Hygienist staff as assigned in the General Industry Safety and Health Division at MIOSHA.

The function of the position's work area and how it fits into that function: The Safety and Health managers are responsible for providing management oversight of enforcement activities for an assigned geographic area that includes both safety and health supervisors and compliance staff. This position provides secretarial and administrative support for one Safety and Health Manager, one Health Supervisor and district staff as assigned. District 4 is responsible for the control and prevention of occupational injuries and illnesses in Wayne, Monroe, Lenawee, and Washtenaw counties in Michigan.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

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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:

- Must be able to communicate well with all levels of management, MIOSHA staff, and the public.
- Employee must be an accurate work processor with a good understanding of grammar, punctuation, and spelling.
- Must be adaptable to frequent changes.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.