

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

Position Code

1. SECRTRYAB07N

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 SECRETARY-A	10. Division Personnel and Labor Relations
5. Working Title (What the agency calls the position) Secretary-A	11. Section Labor Relations
6. Name and Position Code Description of Direct Supervisor VACANT; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor DEAN, PAUL; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 206 E. Michigan LANSING, MI 48909 / Monday - Friday; 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

Performs advanced secretarial and management assistant duties for the Labor Relations Manager. Assists in coordinating office activities including scheduling meetings, maintaining, and preparing reports and correspondence. Functions as liaison to staff and other agencies, unions, departmental employers, managers, administrators, and the Office of the State Employer.

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: 50

Performs management assistant and secretarial functions for the Labor Relations Manager.

Individual tasks related to the duty:

- Reviews incoming correspondence and reports, screening those items which can be handled personally and forwards the remainder to Manager or staff.
- Schedules and arranges meetings, pre-arbitration hearings for Manager.
- Assembles materials for meetings/hearings; updates Manager and staff as to pertinent issues prior to scheduled meetings.
- Locates files for preparation of pre-arbitration hearings with MCO.
- Composes and prepares correspondence using judgment and knowledge of Manager's viewpoint.
- Makes arrangements for grievance conferences and other special meetings.
- Gathers information and statistics for monthly reports, contract negotiations, grievances, arbitrations, and unfair labor practice hearings.
- Independently conducts research on special projects with minimal instructions.
- Transmits confidential information to authorized individuals.
- Responsible for independently maintaining the administrative leave banks for all union functions.
- Responsible for payment of arbitration bills.
- Maintains arbitration schedule and filing. Prepares forms and documents for second step answers and sends copies to agency and union.
- Responds to requests for information from the Office of the State Employer.
- Maintains and distributes seniority reports to agencies.

Duty 2

General Summary:

Percentage: 20

Serves as the contact for the office; receiving and screening visitors and telephone calls, reviewing and distributing mail to Labor Relations staff and providing information to others.

Individual tasks related to the duty:

- Receives and places telephone calls and provides information independently.
- Routes telephone calls to staff and other agencies as required.
- Receives reviews and distributes mail to appropriate staff.
- Greets individuals and groups coming into the office and addresses their needs in a professional manner. This duty and the related tasks require an understanding of Labor Relations; its functional responsibilities and staff assignments.

Duty 3

General Summary:

Percentage: 20

Maintains database for grievances, disciplines, civil rights complaints, and EEOC complaints.

Individual tasks related to the duty:

- Receives and enters data submitted by unions, agencies, and employees.
- Data received by Labor Relations requires the review of grievances, disciplines, civil rights complaints, and EEOC complaints to ensure appropriate information is transmitted to facilities and data is properly entered.
- Contacts the unions and agencies to correct any errors.
- Utilizes computer for tracking grievances, disciplines, civil rights complaints, EEOC complaints.
- Logs in all third step grievances, reviews them and determines the appropriateness of filing at Step 3, creates files and distributes to appropriate labor relations representative.
- Logs in employee disciplines from agencies.
- Forward disciplines to Bureau of Human Resources office which requires review and contact with wardens on the outcome of discipline review.
- Compiles and forwards civil rights complaints and EEOC complaints to Personnel Manager for investigation.

Duty 4

General Summary:

Percentage: 10

Monitors office supplies, maintaining adequate levels. Monitors fax machine, distributing to appropriate staff. Functions as liaison to the Office of the State Employer for information requests, both to and from the Department. General administrative support functions, such as typing, copying, filing, etc.

Individual tasks related to the duty:

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

Responding to phone calls and answers questions directly or referring caller to other labor relations personnel and/or agencies. Ordering supplies and materials to maintain operations of the office. Distribution of union information and reports. Answer inquiries regarding grievances, disciplinary actions, civil rights complaints, and EEOC complaints and other process utilizing discretion.

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

Final correspondence and reports which require the signature of the Labor Relations Manager.

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.

Frequent periods of standing, sitting, reaching, and bending.

Occasional climbing, balancing, kneeling, crouching, and walking.

Occasional lifting and carrying of objects weighing less than 30 pounds.

Frequent Lifting and carrying of objects weighing less than 5 pounds.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

Ability to prepare reports and correspondence accurately using correct grammar and proper punctuation. Ability to coordinate office activities including scheduling meetings. Ability to function as liaison to staff and higher level of management correctly interpreting complex policies and procedures and the Labor Relations Manager's point of view. Ability to properly research and prepare materials necessary for managerial decisions. Ability to use diplomacy and discretion in giving out information and handling callers and visitors. Ability to communicate effectively.

Performs advanced secretarial and management assistant duties for the Labor Relations Manager. Assists in coordinating office activities including scheduling meetings, maintaining, and preparing reports and correspondence. Functions as liaison to staff and other agencies, unions, departmental employers, managers, administrators, and the Office of the State Employer.

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

Update position description with removal of UAW transfer list which are not longer maintained.

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

The work area is responsible for all aspects of labor relations for the Michigan Department of Corrections. The position functions as secretary to the Labor Relations Manager for the department performing management assistant tasks.

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:

Ability to analyze and assess services and operations for quality, efficiency, and effectiveness and to make recommendations for improvements.

Ability to interpret and apply complex rules, regulations, policies, and procedures.

Ability to abstract and present significant facts from data.

Ability to coordinate work of the unit.

Knowledge of the use and make up of forms.

Knowledge of organization, workflow, staffing, forms, and procedures.

Knowledge of the supervisor's point of view and priorities.

**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.

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