

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

Position Code 1. EXECSC1AC88N

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 LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Occupational Safety and Health Administration (MIOSHA)
4. Civil Service Position Code Description EXECUTIVE SECRETARY-1A	10. Division Administration
5. Working Title (What the agency calls the position) Executive Secretary	11. Section
6. Name and Position Code Description of Direct Supervisor PICKELMAN, BARTON G; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor EGAN, SEAN M; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Steven Mason BLDG. / 530 W. Allegan St., Lansing, Michigan 48915 / Monday – Friday 8:00 am to 5:00 pm
14. General Summary of Function/Purpose of Position This position provides executive support for the Bureau Director of the Michigan Occupational Safety and Health Administration (MIOSHA). This position assists the Director by performing a full range of administrative and executive support activities including, but not limited to, maintaining the Director's schedule, making travel arrangements; process incoming mail and assist with responding to inquiries on the Director's behalf; attending and providing input at quarterly managers meetings; and providing guidance and counsel to division supervisors on the Director's behalf. Serves as the back-up to the agency personnel liaison, as needed.	

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: 70

Serve as the executive secretary to the agency director.

Individual tasks related to the duty:

- Independently acts as liaison between bureau director and division directors.
- Updates bureau director on status of issues before scheduled meetings.
- Prepares agendas and collects materials for meetings, speeches, and conferences; takes minutes and keeps records of proceedings if needed.
- Take and transcribe minutes for quarterly manager meetings.
- Read and screen all 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 administrator or executive staff for processing.
- Receives and screens incoming calls and visitors for the director; determines which are priority matters and alerts the director accordingly. Makes referrals to appropriate staff or provides requested information.
- Handling of confidential projects, as needed.
- Maintaining director's calendar and appointment schedule.
- Makes travel arrangements for director.
- Compose and type memorandums, policy statements, and correspondence.
- Proofread all agency documents for proper grammar, punctuation and content.
- Assist the personnel liaison in performing the clerical aspects of that position and maintain various logs.
- Maintain agency organizational charts.
- Prepare drafts of legislative proposals.
- Assume responsibility for the coordination of the reviewing, analyzing and summarizing of selective legislation.
- Collect information for use in materials for the legislature, commissions/boards or for public addresses.
- Contact other agencies for information as needed including vetting responsibilities outside of the agency.
- Coordinate answers to inquiries regarding agency programs, functions, rules, regulations, and policies.
- Conduct surveys for the agency operating practices, needs, policies and procedures.
- Compile, organize and prepare final drafts of periodic reports from the agency director, state government officials, and federal government.
- Provide/coordinate initial or updated training, as required.
- Set up and maintain director's office and personnel files.
- Assists bureau director with preparation of PowerPoint presentations.
- Coordinate the annual In-state and Out-of-State Travel Plans.
- Process staff training requests (i.e., C-24/C-100 forms and supporting documentation). Work with Agency Training Coordinator to ensure staff training is tracked appropriately.

Duty 2

General Summary:

Percentage: 20

Provides communications to staff, assists with forms, policies, procedures, recommends efficiencies, and holds periodic meetings for administrative support staff.

Individual tasks related to the duty:

- Initiates efforts to make certain that technical and clerical employees are properly informed as to changes in policies, rules, and regulations (i.e., hold quarterly meetings with agency secretaries).
- Create and/or assist in creating and revising forms, proposes procedures, formats, and standards for office correspondence.
- Directs and/or assists in the study of office operations and services and gives input and recommendations for improving efficiency and economy of operations.
- Makes recommendations regarding the purchase of office equipment.
- Assists communications liaison in obtaining information needed for newsletters, email blasts, etc.
- Updates or assists with updating agency instructions using the Document Management System (DMS) in place in the agency.
- Prepare articles for the MIOSHA Messenger as needed.

Duty 3

General Summary:

Percentage: 10

Coordination between field and office operations. Other duties as assigned.

Individual tasks related to the duty:

- Pay bills in SIGMA.

- Reconcile P-Card purchases.
- Back-up to Personnel Liaison as needed.
- Back-up to MIOSHA Messenger and MIOSHA News editor.
- State Employees Charitable Campaign (SECC) coordinator for the bureau.
- Other special projects, as assigned.

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

Review and check accuracy of communications written by agency division staff members for director's signature or department director's signature to ensure accuracy and completeness of information requested. Inaccurate, inadequate or incomplete communication can create a negative impact on the Department.

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

In seeking expertise on specific laws, rules, regulations, and emergency situations.

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 effort typical of an office setting.

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

This position provides executive support for the Bureau Director of the Michigan Occupational Safety and Health Administration (MIOSHA). This position assists the Director by performing a full range of administrative and executive support activities including, but not limited to, maintaining the Director's schedule, making travel arrangements; process incoming mail and assist with responding to inquiries on the Director's behalf; attending and providing input at monthly managers meetings; and providing guidance and counsel to division supervisors on the Director's behalf. Serves as the back-up to the agency personnel liaison, as needed.

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

Minor updates to the position, which include additional tasks of providing assistance with PowerPoint presentations, processing staff training requests, and acting as State Employees Charitable Campaign (SECC) coordinator for the bureau.

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

The work area is responsible for managing and directing the activities for the Michigan Occupational Safety and Health Administration. This position provides executive secretarial support for the agency director.

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 11

Six years of office experience involving administrative support practices, including three years equivalent to advanced (8) level administrative support work, 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 a Division Head Legal Secretary 10 or Executive Secretary E10.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Requires excellent proofreading and grammar skills.
- Knowledge of human resource practices.
- Ability to compose letters, meeting minutes, reports, charts and spreadsheets.

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.

CLAY BOAK

3/10/2026

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