State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. SECRTRYEM79R

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-CHIPPEWA FAC/CHIPPEWA TEM
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** CFA
4. Civil Service Position Code Description SECRETARY-E	**10. Division** Chippewa Correctional Facility
5. Working Title (What the agency calls the position) Secretary	**11. Section** Health Services
6. Name and Position Code Description of Direct Supervisor WOOD, KYLE D; COMMUNITY HEALTH SERV MGR-2 13	**12. Unit** Mental Health
7. Name and Position Code Description of Second Level Supervisor OSIER, THOMAS J; STATE ADMINISTRATIVE MANAGER-1 15	**13. Work Location (City and Address)/Hours of Work** 4269 W M 80; KINCHELOE, MI 49788 / 40 hours per week

14. General Summary of Function/Purpose of Position

This position provides secretarial support for the interdisciplinary mental health team. This support includes taking and transcribing meeting minutes and dictation, composing, preparing and typing memos, reports, letters, etc., printing and processing reports from the Offender Management System (OMS), data entry into the Offender Management System (OMS) and into the team data base, retrieving information and files, both electronic and hard copy. This position's attendance at and minutes of staff meeting, treatment team meetings and other meetings is required. This position acts as the Involuntary Treatment Hearing Coordinator for the team. This position is responsible for coordination of general office duties, assistance in recruitment paperwork, scheduling appointments, processing mail, answering phones, and record keeping/filing.

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:** **65**

Prints and distributes reports on a daily basis and enters data in the Offender Management System (OMS). Enters same information into a database to track caseload and case manager. Provides organization, scheduling and maintenance for the proper flow of mental health screenings, appraisals and evaluations. Prepares for staff and treatment team meetings. Utilizes appropriate tools and resources including, but not limited to, a typewriter, computer/word processing skills, copiers, fax machines, scanners, etc.

Individual tasks related to the duty:

- Monitors daily local and Statewide data utilizing reports from the Offender Management System and if necessary, facility reports or information.
- Monitors arrivals ensuring appropriate mental health services appointments are scheduled.
- Utilizes the EPM scheduling component to schedule appointments and prepares callouts in OMNI for the appointments.
- Daily monitoring of completion of scheduled assessments.
- Responsible for print reports (HC-111, HC-121, HC-141, HC-161, HC-171, HC-271 and HC-281) and reviews for need for further actions or forwards to team member for review.
- Enters data from the CHJ-246 & CHJ-194 into OMS.
- Enters information from the MHRs into database and runs reports on same for monthly reports or as needed.
- Provides data and other reports as requested or assigned.
- Assigns patient to case manager under direction of the Unit Chief/Supervisor.
- Runs data queries and INSTYTE reports weekly noting those that are the for facility/team and distribute to clinicians.
- Prepares agendas and handouts for staff meetings, takes and types minutes. Prepares schedule for Treatment Team meetings.

Duty 2

General Summary: **Percentage:** **10**

Act as Involuntary Treatment Hearing Coordinator for all PA 252 hearing required for team's prisoners. Coordinate and schedule hearing, appoint panel and advisor, prepare paperwork and distribute, track initial, 90 and 180 hearings.

Individual tasks related to the duty:

- Checks timelines, appoints panel and advisor; schedules hearing when notified hearing is required.
- Notifies PA 252 Statewide Coordinator of need for hearing and receives hearing number.
- Prepares all necessary documents per Operating Procedures.
- Informs panel and advisor of their roles and duties. Informs custody staff of hearing and need for transport of inmate.
- Coordinates hearing, including recording of same. Distributes documents before and after hearing appropriately.
- Files PA 252 documents promptly in health record.
- Arranges for advisor to distribute appeal response to prisoner if hearing decision was appealed.

Duty 3

General Summary: **Percentage:** **15**

General office duties as secretarial support to the Treatment Team.

Individual tasks related to the duty:

- Gathers and collates information.
- Retrieves and delivers prisoner's medical records as required.
- Makes copies, scans documents, prepares and sends faxes.
- Proofreads and corrects prepared material for layout, spelling, grammar, and punctuation.
- Opens, sorts, scans and distributes incoming mail.
- Answers incoming telephone calls, takes messages, refers phone calls to appropriate staff.
- Knows and abides by the confidentiality policy of the Department.
- Screens calls and answer inquiries requiring a knowledge of policy and procedure and supervisor's viewpoint.
- Calls for service on equipment (i.e., printer, computer, phones, copier, fax) when malfunctioning or for general maintenance.
- Orders supplies and treatment materials for office and therapy needs. Ensures orders are received and troubleshoots when necessary to locate missing/incomplete orders.
- Completes other general office duties as assigned.

Duty 4

General Summary: **Percentage:** **5**

Timekeeping and maintaining employee records. Orientation scheduling of new employees. Submit LEIN requests. Perform related work as assigned by the unit chief. Assist in procuring passwords/log ins for staff on team.

Individual tasks related to the duty:

- Ensure employees complete payroll timely.
- Submit all pertinent materials to Human Resouces on employees as needed.
- Maintain and periodically update mobilization call-in log with confidential information on employees (name, phone number).
- Keep informed of return to work dates on employees who are on medical leave and inform unit chief of changes.
- Request passwords, user ID's and keys for new employees.
- Maintain record of employee training.
- Perform tasks allowable under the Civil Service Classification description, as assigned.

Duty 5

General Summary: **Percentage:** **5**

Other duties as assigned.

Individual tasks related to the duty:

- Completes required MDOC and MHS annual training.
- Completes additional job specific training as required.
- Performs other related duties as requested by MHS Director or Assistant MHS Director, policy, procedure or Civil Service job description.
- Serves on committees as assigned, appointed or elected.
- Maintains drug and alcohol free condition at work as required by policy and provides necessary test samples when required.
- Complies with any lawful request from custody during mobilizations and other emergencies.
- Follows all policies, procedures, protocols and guidelines.
- Maintains acceptable time and attendance.

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

The person in this position functions independently, referring emergency and information calls to appropriate staff. The position deals with a great amount of confidentiality and requires extensive knowledge of the laws, policies, protocols and procedures relating to such.

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

Decisions regarding personnel issues or specific confidential information. At times, the priority of the work will be determined by the Unit Chief/Supervisor.

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 activities include considerable sitting; some standing, walking, reaching, lifting, carrying; minimal bending. This position is located inside the secure perimeter of a prison facility and has daily contact with prisoners resulting in the potential for physical harm and possible exposure to communicable disease.

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?

The entry of Mental Health Services data into the OMS tracking system, the team data base and the retrieval of information from both systems, general office duties and assistance to the Mental Health Services clinical team. Secretarial support, control of documents, communication center and control of the flow of communication.

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

Since this position was last reviewed the MDOC Psychological Services Unit and MDCH Corrections Mental Health Program have merged into the MDOC's Mental Health Services. The secretary position from the previous URF Mental Health Services now answers to the Unit Chief supervisor. The secretary is responsible for providing all services required by the Unit Chief and Mental Health Services members. The URF MHS secretary also acts as a clerical back up for KCF MHS

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

To provide mental health services to prisoners experiencing more severe mental illness. The position supplies support to staff delivering the treatment services and coordinates communications throughout the team.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education level typically acquired through completion of high school.

EXPERIENCE:

Secretary 7: Two years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc, or to enter/retrieve/update information is an essential part of the work, including one year equivalent to 6-level administrative support experience. Secretary 8: Three years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one year equivalent to experienced-level administrative support work or equivalent to a Secretary 7 or Legal Secretary 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the format, organization, and composition of business letters, reports and memoranda.

Knowledge of Word, Excel, Access and PowerPoint. Skill and ability to type 40 net words per minute.

Knowledge of operation of and ability to operate and maintain standard office equipment.

Knowledge of correct English usage and grammar, filing and general record keeping.

Ability to compose routine correspondence and compile reports and create media such as letters, memos, presentations, charts, graphs, databases and spreadsheets.

Ability to proofread for accuracy, grammar and format and to select and compile data for reports/correspondence.

Ability to collect, alphabetize, code, numerically rank, file, sort, and batch documents. Ability to follow, apply interpret, and explain instructions and/or guidelines. Ability to determine work priorities. Ability to make decisions and take appropriate actions. Ability to meet schedules and deadlines of the work area. Ability to communicate effectively.

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.

No exceptions

I certify that the entries on these pages are accurate and complete.

5/27/2016

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