

**State of Michigan
Civil Service Commission**

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

Position Code

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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description SECRETARY-A	10. Division Educator Excellence, Career and Technical Education, Special Education and Administrative Law
5. Working Title (What the agency calls the position) Secretary 9 CRU	11. Section Office of Career and Technical Education (OCTE)
6. Name and Position Code Description of Direct Supervisor VACANT; EDUCATION CONSLTNT MGR-5	12. Unit Career Readiness Unit (CRU)
7. Name and Position Code Description of Second Level Supervisor MILLS, CELENA; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 608 W. Allegan, Lansing, MI / Monday - Friday, 8 am - 5 pm

14. General Summary of Function/Purpose of Position

Serve as the management assistant providing support for the Unit Manager, Specialist, Coordinators, and Consultants of the Career Readiness Unit. This position provides secretarial and managerial support for clients in the field, Department staff, and community representatives. Responsible for organizing, processing, and compiling career and technical education plans, reports, and applications in compliance with federal and state laws, regulations, and policies.

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: 35

Serve as lead secretary for the Career Readiness Unit, coordinating the flow of information dissemination, both internally and externally, to support day-to-day operations. Contact with the general public, school district personnel, and state staff is a vital component of this position.

Individual tasks related to the duty:

- Participate in selected policy/procedural staff and unit meetings to gain insight and keep abreast of office and unit activities.
- Review/update records retention documentation.
- Review incoming correspondence and determine appropriate action. Monitor progress of staff assignments to facilitate timely completion.
- Compose miscellaneous correspondence for Unit staff's signature, as needed. Determine action needed and facilitate response to items received by Unit staff.
- Respond to telephone and written inquiries/requests with pertinent information or appropriate referral.
- Backup for listservs for various professional groups that OCTE staff partner with on a regular basis.
- Maintain web pages to keep posted information current and accurate.

Duty 2

General Summary:

Percentage: 35

Provide administrative support for initiatives in the Career Readiness Unit in key areas, such as review and revision of manuals and toolkits, new program applications, Less Than Class Size program applications, standards review and revision process, and OCTE calendars.

Individual tasks related to the duty:

- Maintain detailed records, application documents, and filing system for key initiatives.
- Make arrangements for technical assistance and meetings, including securing location, sending meeting invites, processing internal forms, mailing announcements, maintaining registration, organizing materials (including manuals) for distribution at the meeting, and assisting with registration and distribution of materials at meetings.
- Maintain/procure adequate copies of all forms, manuals, and materials for CRU initiatives.
- Prepare letters and reports for all agencies regarding applications and program status.
- Develop calendars for office and publication on the website.
- Proofread and edit documents, presentations, and spreadsheets for publication.
- Ensure all web-published documents are ADA compliant.
- Utilize mail merge software for individualized communications.

Duty 3

General Summary:

Percentage: 20

Assist with coordination, organization, and scheduling of Professional Development events. Coordinate and organize schedules for staff of CRU Unit and other OCTE personnel. Act as administrative support for the Professional Development Committee.

Individual tasks related to the duty:

- Schedule appointments, meetings, and conferences; make reservations and arrangements for travel, as required.
- Make meeting/conference arrangements, i.e., arrange for conference sites, meals, room arrangement, audio-visual equipment, send invitations and registration information, prepare and copy conference materials, complete required forms, and act as liaison between OCTE, and conference service vendors, and location personnel.
- Prepare agendas, minutes, and various materials for distribution.
- Participate in professional development committee meetings and meetings related to issues affecting operations with the CRU Unit; take minutes and distribute.
- Proofread and edit documents for publication or distribution.
- Review and update OCTE Events webpage with professional development workshops, conferences, meetings.

Duty 4

General Summary:

Percentage: 10

Assist in the development of the State Plan for Career and Technical Education. Assist with the coordination, organization, and scheduling of Perkins Grant State Leadership Committee's activities and events. Coordinate the review and approval of annual applications for Career Education Planning District (CEPD) and CTE Administrators, and grant applications. Act as administrative support for the Perkins Grant State Leadership Committees.

Individual tasks related to the duty:

- Participate in meetings regarding the above topics.
- Work with staff to coordinate the development of the federally required State Plan, including formatting, editing, analyzing, and implementing activities to assure proper completion of the Plan.
- Schedule public hearings and Review Committee meetings.
Prepare necessary documents for submission to the Director, MDE, and/or State Board of Education.
- Update annual application and correspondence relative to CEPD and CTE administrators and grant applications. Send applications to appropriate administrators.
- Review and screen applications for approval of CEPD and CTE administrators.
- Maintain CTE Administrator database and disseminate directory of CEPD and CTE administrators.
- Work with regional team during review and approval of regional grant applications and end-of-year reviews.
- Maintain files for all committee work.

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

Decide relevant information in design of databases, such as those used to track CTE administrator approvals, site visits in a fiscal year, and databases used to run letters and reports for school districts and other agencies. Determine which schools should receive letters or telephone calls regarding data discrepancies or missing information. Determine at what point staff should be informed of problems.

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

When information given for a report or letter cannot be understood. When in need of an interpretation of a rule or regulation.

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.

Lifting and moving boxes may be required - for meetings, conferences, sending to Record Center or Archives. Deadlines imposed by federal and state rules often create heavy workloads and stressful working conditions. Some of these deadlines involve moving boxes and getting the finished mailing to the pick-up area.

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

Serve as the management assistant providing support for the Unit Manager, Specialist, Coordinators, and Consultants of the Career Readiness Unit. This position provides secretarial and managerial support for clients in the field, Department staff, and community representatives. Responsible for organizing, processing, and compiling career and technical education plans, reports, and applications in compliance with federal and state laws, regulations, and policies.

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

Updated duty 1 to include task of maintaining web pages. Updated duty 2 to mention manuals and toolkits in general summary and task of proofreading documents. Duty 3 updated to 20% and was formerly duty 4. Duty 4 updated to 10% and was previously duty 3. Box 16 updated to remove work example.

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

The Office of Career and Technical Education includes support and leadership in the development of career and technical education for local school districts. The Career Readiness Unit provides outreach to stakeholders and customers and coordinates research and partnership activities.

This position is responsible for the coordination of all work flow in the Unit and serves as management assistant to the manager.

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:

Knowledge of office practices, procedures, and computer software programs.

Knowledge of correct English usage and grammar.

Knowledge of the organization and composition of letters, minutes, reports, charts, and spreadsheets.

Knowledge of scheduling and coordinating travel arrangements.

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 perform mathematical calculations.

Ability to communicate effectively.

Ability to compose routine correspondence and reports.

Ability to type.

Ability to operate standard office equipment.

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, work flow, staffing, forms, and procedures.

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

CERTIFICATES, LICENSES, REGISTRATIONS:

NA.

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.

NA.

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

D. CLARK

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