

**State of Michigan
Civil Service Commission**

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

Position Code

1. SECRTRYAJ48R

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 Business, Health, and Library Services
5. Working Title (What the agency calls the position) Secretary 9	11. Section Office of Nutrition Services
6. Name and Position Code Description of Direct Supervisor CAVETT, LYNN; EDUCATION CONSLTNT MGR-5	12. Unit Child and Adult Care Food Program
7. Name and Position Code Description of Second Level Supervisor HERMAN, SARA M; STATE ADMINISTRATIVE MANAGER-2	13. Work Location (City and Address)/Hours of Work 608 W. Allegan St. Lansing, MI. 48933 / Monday - Friday, 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position The purpose of this position is to serve as the secretary/management assistant in coordinating office activities in support of on-going operations of the Child and Adult Care Food Program (CACFP).
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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

Provide management assistance to the unit supervisor, program manager, and staff.

Individual tasks related to the duty:

- Collect, sort and distribute mail. Prepare certified mail as necessary for staff.
- Anticipate and research information needed in assisting the supervisor to reply to correspondence.
- Check program designated email daily, respond with info or forward to staff as appropriate.
- Compose and type correspondence for the supervisor's signature using knowledge of the work areas, instructions and guidelines.
- Act as a liaison between supervisor and staff by sharing information and explaining work projects. Follow up on assignments to ensure completion.
- Assist in the study of office procedures and services and give recommendations for improvement.
- Respond to incoming calls and emails and provide information based on knowledge and interpretation of policies and procedures; route to appropriate staff members.
- Schedule and arrange meetings, workshops, and conferences; reserve room or facility and notify interested parties of date, time, and location.
- Prepare out-of-state travel requests, flight reservations, hotel reservations, conference registration, and process travel vouchers for supervisor and manager.
- Prepare correspondence related to meetings, workshops, conferences, and hearings; prepare materials for meetings, workshops, conferences, or hearings and distribute.
- Take meeting minutes during staff meetings.
- Maintain correspondence and application files, meeting minutes, application information, and documents related to hearings for future reference and use.
- Maintain and initiate review reports through NexSys, and update reports as reviews are completed.
- Maintain reports of the reviewing process for program.
- Process payroll for unit.
- Maintain electronic files for USDA correspondence and instructions.
- Keep informed of office details and advise supervisor of problems.
- Assist in the preparation of internal and external reports and other personnel records.

Duty 2

General Summary:

Percentage: 30

Provide advanced secretarial support to the unit supervisor, program manager, and staff.

Individual tasks related to the duty:

- Maintain confidentiality of documents and information received.
- Type and edit letters, memoranda, internal and external forms, reports, meeting minutes and newsletters, etc.
- Maintain forms, automatic emails, and attachments in the NexSys.
- Establish, organize, and maintain files related to policies, instructions, correspondence, and applications.
- Prepare records for storage and retrieve when necessary.
- Prepare out-of-state travel requests, flight reservations, hotel reservations, conference registration, and process travel vouchers for supervisor, manager, and staff.
- Process travel reimbursements for staff.
- Schedule meetings and conferences and assemble related necessary materials.
- Assist in the preparation of audit-related documents, correspondence, and files.
- Maintain documents for the applicable websites including annual updates and Americans with Disabilities Act (ADA) compliance.
- Assist in creating and revising forms, templates, or prototypes.
- Prepare and route internal forms, including but not limited to Rapid Copy Orders, Travel Advance Requests, Out-of-State Travel Requests, Travel Vouchers, etc. as needed.
- Assist staff with any computer problems or software questions.
- Setup Webinars or Eventbrite events.
- Prepare State Board of Education board items and criteria, State Board resolutions, and other items requiring State Board approval.

Duty 3

General Summary:

Percentage: 15

Preparation of the annual application process for program sponsors, independent centers, and day care home sponsors; prepare and assemble training materials for record keeping workshops; and prepare and assemble new program manual.

Individual tasks related to the duty:

- Assist in the process of revising and updating the annual program application through NexSys.
- Update brochures for day care home sponsors and day care centers.
- Coordinate and assemble materials for new institutions program book.
- Coordinate the materials for record keeping workshops.
- Mail new program book to new sponsors.
- Prepare email to sponsors who fail to submit applications within designated timeframes.
- Establish application files for new fiscal year.
- Update website information on an as-needed basis.
- Initiate and disseminate Operational Memoranda when needed.

Duty 4

General Summary:

Percentage: 5

Perform other duties as assigned.

Individual tasks related to the duty:

- Perform related work assignments as needed.

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 must be able to decide which inquiries and situations to handle personally and which could be best served by other staff members. A large volume of files originate with this position and are constantly being updated and revised. Independent judgment regarding content, form, and layout as well as a thorough knowledge of proper English language is necessary. In general, decisions are usually made with reference to establishing practices and procedures. The programs are federally funded and the regulations and laws that govern it, along with the unit's policies and procedures, are the basis for deciding most issues.

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

When the best course of action may conflict with established policies and procedures or when new situations arise.

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 includes sitting at a desk for long periods of time, driving, lifting boxes of training materials, etc. Travel, including overnight stays within the state as well as out of state, is required. Travel is reimbursed per State of Michigan instruction. State of Michigan vehicles can be used for business purposes only. Travel schedules are determined by employee in conjunction with their supervisor.

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):

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|---|--|
| <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?

The purpose of this position is to serve as the secretary/management assistant in coordinating office activities in support of on-going operations of the Child and Adult Care Food Program (CACFP).

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

Removal of mention of maintaining valid driver's license.

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

The Office of Nutrition Services is the state administering agency for federal food programs such as National School Lunch and Breakfast Programs, Child and Adult Care Food Program, and commodity programs such as USDA Foods for Schools, The Emergency Food Assistance Program, and the Commodity Supplemental Food Program. Each program has required applications, monitoring and reporting, as well as training/technical assistance and outreach or program development requirements. This position provides a coordinated approach to the mission of improving health and nutrition outcomes for Michigan's children, using key partnerships and other office leaders for the successful implementation of nutrition programs. The person in this position is responsible for the positive professional culture, climate of trust, and organizational health that is the pathway toward meeting these goals.

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, standard office equipment, and computer software programs, including Microsoft Office and Adobe.
- Knowledge of correct English usage, spelling and punctuation, and ability to select and apply standard references such as dictionaries, style manuals and procedure manuals.
- Knowledge of the organization and composition of letters, minutes, reports, charts, and spreadsheets.
- Knowledge of scheduling and coordinating travel arrangements.
- Ability to interpret instructions and guidelines to make decisions and take necessary actions.
- Ability to determine work priorities, make decisions, and take appropriate actions.
- Ability to meet schedules and deadlines of the work area and work under stressful conditions.
- Ability to communicate effectively with others and maintain favorable public relations.
- Ability to use diplomacy and discretion when receiving callers, making appointments, giving out information, explaining instructions and guidelines, and when referring and directing callers and visitors.
- Ability to analyze and assess services and operations for quality, efficiency, and effectiveness and to make recommendations for improvements.
- Ability to perform mathematical calculations.
- Ability to interpret and apply complex rules, regulations, policies, and procedures.
- Ability to abstract and present significant facts from data.
- Ability to determine work priorities and work under stressful conditions.
- Ability to coordinate work of the unit.
- Knowledge of organization, workflow, 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.

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