

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

Position Code

1. SECRTYAE40R

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Development
4. Civil Service Position Code Description SECRETARY-A	10. Division Development Services Division
5. Working Title (What the agency calls the position) Management Assistant	11. Section Utility Coordination, Permits, and Agreements/Local Agency Programs Section
6. Name and Position Code Description of Direct Supervisor GREENE, SCOTT-GEORGE C; ENGINEER MANAGER LICENSED-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor DOYLE, LARRY T; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30am-4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as the management assistant to the Utility Coordination, Permits and Agreements and the Local Agency Programs (LAP) Section Managers. Based on knowledge of the organization, serves as liaison to higher management and other stakeholders in answering questions related to programs administered by both sections. Maintains control of and reviews outgoing correspondence for content, conformity, procedure requirements, and inclusion of necessary background materials. Maintains correspondence and files records for both sections, processes payments in Statewide Integrated Governmental Management Applications (SIGMA) Financial, and functions as timekeeper for both sections. Assists in preparing the call for projects letters for the LAP Section. Serves as a member of the Division Administrative Support Team and provides backup to all members of the team. Provides other administrative support duties and special assignments as requested.

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: 45

Perform management assistant and advanced secretarial assignments. Using the Michigan Department of Transportation (MDOT) Correspondence Manual, responsible for the preparation and distribution of correspondence as it relates to Utility Coordination, Permits and Agreements and the LAP Section.

Individual tasks related to the duty:

- Read incoming correspondence and reports, screening those items that can be handled personally and forward the remaining to staff and supervisors as appropriate.
- Review outgoing correspondence for conformity, procedure requirements, and inclusion of necessary background and/or supplemental materials.
- Using the Correspondence Manual, prepare correspondence which is signed by the Division Administrator, Engineer of Development, Chief Operations Officer, and the Director. Determine staff member to respond. Monitor status to ensure that inquiries are responded to promptly and are within the time frame given by the department guidelines.
- Compose, review, edit, and prepare letters, memos, reports and other material from verbal or written instructions. Review for correct grammar, spelling, punctuation, letter format, completeness, and content. Compose complex correspondence and determine need for follow-up by professionals in area.
- Attend section meetings when requested and prepare minutes and distribute as needed. Maintain a library of previous meeting minutes for future reference.
- Prepare agendas and collect materials for meetings, training sessions, and conferences.
- Schedule meetings for staff as requested, including arranging for audio/visual or conference calling equipment and reserving locations.
- Order supplies for both areas.
- Perform miscellaneous secretarial duties in the absence of other secretaries.

Duty 2

General Summary:

Percentage: 20

Serve as a member of the Development Services Division Administrative Support Team and provide backup to all members of the team.

Individual tasks related to the duty:

- Answer staff questions requiring interpretation of the section managers' viewpoint on their behalf.
- Based on knowledge of the organization, serve as liaison to higher management and other stakeholders in answering questions related to programs administered by both sections.
- Serve as liaison between section heads and staff from other areas of the department and other agencies throughout the state (including county, city, state, and federal agencies). Transmit information, explain appropriate work instructions, follow up on assignments, and maintain confidentiality of documents and information received.
- Work with other administrative staff to receive and/or monitor status of correspondence received in the division which needs response by MDOT's director/executive office, which may include determining which staff members need to prepare response and monitor status to ensure inquiries are responded to promptly and are within the time frame given by department guidelines.
- Work to ensure coverage of division telephones, including Return to Operator line, as instructed by Division Administrator.
- Serve on committees concerning administrative support matters.
- Provide back-up assistance to the Division Administrator's executive assistant and all other division management assistants.
- Other administrative support duties/special assignments as directed by the Division Administrator and/or Section Managers.

Duty 3

General Summary:

Percentage: 20

Work on specific project assignments relative to the functions of the Utility Coordination, Permits and Agreements Section and the LAP Section.

Individual tasks related to the duty:

- Maintain and update the Utility Coordination, Permits and Agreements and the LAP Section's operating procedures. These procedures provide direction to the Utilities-Permits Engineers and LAP staff both in Lansing and the Region/Transportation Service Center (TSC) offices. Due to ongoing changes in legislation or department policies, continual changes are being made to these operating procedures.
- Determine the changes that must be made in existing operating procedures. Draft and recommend necessary updates to the affected procedures for the section manager's approval/signature.
- Update and revise the Utility Coordination, Permits and Agreements Section forms.
- Work closely with the LAP Bridge Engineer to create a "Call for Local Bridge Projects" letter on an annual basis. The letter is reviewed by the LAP Bridge Engineer, the LAP Section Manager, and the Development Services Division Administrator.

- Once the content of the letter is finalized, work with the LAP Bridge Engineer to ensure the "Call for Local Bridge Projects" is distributed to all local agencies via the LAP list serv, postings on the LAP website, and postings on the County Road Association of Michigan (CRA) and Michigan Municipal League (MML) websites.
- Work closely with the LAP Safety Engineer to create a "Call for Local Safety Projects" letter on an annual basis. The letter will be reviewed by the LAP Safety Engineer, the LAP Section Manager, and the Development Services Division Administrator.
- Once the content of the letter is finalized, work with other LAPs staff to ensure the "Call for Local Safety Projects" is distributed to all local agencies via the LAP list serv, postings on the LAP website and postings on the CRA and MML websites.
- Maintain and update utility company address list.
- Serve on committees concerning permit matters.
- Serve on other special task forces relating to permit issues.

Duty 4

General Summary:

Percentage: 10

Responsible for fiscal accounts of construction permit billings, liaison with the Office of Commission Audits, and prepares special reports, as necessary. Initiate SIGMA Financial documents related to utility relocation work and other miscellaneous activities/purchases. Perform the timekeeper functions for the Utility Coordination, Permits and Agreements and the LAP Sections.

Individual tasks related to the duty:

- Maintain a fiscal accounts file of construction permit fees collected by Lansing and Region/TSC.
- Review audit reports of the Office of Commission Audits, research, file, and prepare the appropriate recommendation for the Manager of the Utility Coordination, Permits and Agreements Section.
- Provide special reports to the section and division administrator.
- Initiate SIGMA Financial documents related to utility relocation work and other miscellaneous activities/purchases.
- Serve as a timekeeper responsible for the timely review and approval of employee timesheets ensuring compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures and ensuring accurate coding. Remain available throughout payroll processing and continuously run payroll queries to ensure all timesheets are timely completed and submitted through to the Office of Human Resources. Review and ensure equipment usage is tracked and entered appropriately. Assist employees with timesheet corrections.
- Notify supervisor when timesheets are missing and when payroll audit is completed.
- Modify timesheets whenever appropriate or necessary to adjust for any changes occurring after submission by employees.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned by supervisor.

Individual tasks related to the duty:

- Other duties as assigned by supervisor.

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

Determine priorities of workload in relation to deadlines and importance of project activity, handling correspondence and work assignments requiring immediate action during supervisor's absence. Assist outside inquiries from both within and outside the department in finding answers to their questions or directing them to staff with the needed knowledge. These decisions directly affect flow of work to unit personnel, the quality of our service of our units, and project delivery for our customers. Whenever possible, identify, recommend, and implement improvements in work methods and materials used within the section and the division.

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

Interpretation of policy or procedure changes or when a new situation occurs that could impact department/division policies or procedures. Also, matters involving non-routine procedures when guidelines of previous situations do not exist.

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.

Ability to transport supplies and moderately heavy files. Work involves long periods of remaining in a stationary position and operating office equipment. Need to maintain composure during stressful or busy situations occurring as a result of workload and deadlines from multiple staff needs. Individual initiative is required to complete projects expeditiously. Handling difficult phone calls from people frustrated or angry at the system requires the use of tact and diplomacy. Recognize priorities and the need for absolute confidentiality of some matters. Position is the first link to outside customers and, as such, an important part of the team providing quality services. Ability to travel which may require remaining in a stationary position for

long periods of time and overnight stays (when attending or hosting a conference). Position may require availability outside normal working hours based on operational needs.

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?

This position serves as the management assistant to the Utility Coordination, Permits and Agreements and the LAP Section Managers. Based on knowledge of the organization, serves as liaison to higher management and other stakeholders in answering questions related to programs administered by both sections. Maintains control of and reviews outgoing correspondence for content, conformity, procedure requirements, and inclusion of necessary background materials. Maintains correspondence and files records for both sections, processes payments in SIGMA Financial, and functions as timekeeper for both sections. Assists in preparing the call for projects letters for the LAP Section. Serves as a member of the Division Administrative Support Team and provides backup to all members of the team. Provides other administrative support duties and special assignments as requested.

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

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

The Utility Coordination, Permits and Agreements Section coordinates the construction activities of utility companies as related to their individual activities and in conjunction with required relocation of their facilities for highway construction. Maintains and develops procedures required to allow private parties, utilities, and other governmental agencies to operate within trunkline right-of-way. Obtains Federal Highway Administration (FHWA) approvals for use of right-of-way by private parties as required by federal regulations. Administers the Outdoor Advertising program in conformance with state and federal regulations.

The LAP section is responsible for the development and implementation of projects funded with federal and state funds for rural, urban, bridge, safety, and Economic Development funding (Category A, C, D and F) and High Priority projects throughout the state on the local system. This position provides management assistance and advanced administrative secretarial support to the unit and maintains a positive rapport with our customers throughout the state.

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:

Skill in:

- Computers and typing.
- Communicating.

Knowledge of:

- Department policies and practices.
- Transport permit process and laws granting authority to control state trunkline rights-of-way is highly desirable.
- Microsoft Outlook, Word, and Excel computer programs is desired.

Ability to:

- Develop and maintain good interpersonal and working relationships with both internal and external customers.
- Pursue tasks on schedule.
- Adjust to changing deadlines or revised priorities as requested by the immediate supervisor.
- Communicate effectively.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is preferred.

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.

ASHLEY PARSONS

8/7/2026

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

