

**State of Michigan
Civil Service Commission**

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

Position Code

1. SECRTRYAK89N

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) Executive
4. Civil Service Position Code Description Secretary-A	10. Division Office of Business Development (OBD)
5. Working Title (What the agency calls the position) Management Assistant - Detroit Office	11. Section Business and Workforce Engagement - Detroit
6. Name and Position Code Description of Direct Supervisor GRIFFIN, CRYSTAL L; STATE ADMINISTRATIVE MANAGER	12. Unit
7. Name and Position Code Description of Second Level Supervisor THOMPSON, LISA S; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 1060 West Fort Street, Detroit, MI / M-F 8:00 a.m. - 5:00 p.m. (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as the management assistant and secretary for the Detroit Business and Workforce Engagement Manager. Serves as liaison between the manager, professional staff, administrative staff, other departments, public/private industry, department management, and employees. Performs administrative/secretarial functions for the Detroit Business and Workforce Engagement Section, which includes the Compliance Services Unit. Primary contact for out-of-state agencies seeking copies of certified firm information. Responsible for the primary review and intake of all certification applications, Small Business Program applications for completeness, and all correspondence/documents submitted to the Office of Business Development (OBD) Detroit, for the Disadvantaged Business Enterprise (DBE) program. Maintain intake databases and administrator of the FileNet data storage system (including digital images). Provides information pertaining to the DBE program to new and potential DBE's federal, state, local municipalities, and other programs. Maintain records, prepare reports, and conduct correspondence related to the work.

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

Serve as the management assistant and secretary to the Detroit Business and Workforce Engagement Manager.

Individual tasks related to the duty:

- Maintain manager email box coordinating, proofreading or responding to confidential information including external EEO reviews, formal counseling's, and complaints from small businesses regarding staff, contractors, etc.
- Handle supervisor's schedule, including meeting preparation and setting appointments.
- Research and compile data for reports and special projects, as requested. Including development of spreadsheets for staff and management reference.
- Compose and type letters, memos, and reports for section-utilizing knowledge of work area instructions and guidelines for appropriate signatures.
- Review, proofread and edit material for correct grammar, spelling, punctuation, letter format and completeness.
- Coordinates/schedule meetings and conferences.
- Screen correspondence and reports, complete items to be handled and forward to section supervisors and staff.
- Liaison between section staff and office staff. Providing or securing information as needed in special situations or day-to-day operations.
- Respond to inquiries from the public, other state agencies, etc.
- Maintain confidentiality of sensitive documents and information regarding policy information related to programs administered by the OBD.
- Make recommendations for improving the efficiency of office operations.
- Organize and maintain file systems.
- Collect, catalogue and produce performance documentation and reports for the Detroit Business and Workforce Engagement Manager.
- Serve as primary contact for Michigan Unified Certification Program (MUCP) partnering agencies relating to the Unified Certification Program database regarding issues, corrections and updating of information, Detroit location.
- Represent manager at meetings when necessary. This includes attending MUCP Hearings.
- Interpret policies/procedures on manager's behalf.

Duty 2

General Summary:

Percentage: 25

Perform administrative/secretarial functions for the Detroit Business and Workforce Development Section, including the Compliance Services Unit staff.

Individual tasks related to the duty:

- Track status of OBD Compliance Services staff assignments.
- Compose and type letters, memos, and reports for section-utilizing knowledge of work area instructions and guidelines for appropriate signatures.
- Review, proofread and edit material for correct grammar, spelling, punctuation, letter format, and completeness.
- Coordinates/schedule meetings and conferences for unit manager and staff.

Duty 3

General Summary:

Percentage: 20

Provide management assistance for the DBE Program and Small Business Program (SBP) for the Detroit area.

Individual tasks related to the duty:

- Review DBE and SBP certification applications for completeness and critical documentation requirements in accordance with 49 CFR Part 26.
- Determine the need to request missing applicable information/documentation set forth by the program and assess if application for processing, should be returned as nonviable or non-MDOT specific.
- Forward all completed applications to OBD Metro Detroit and Lansing Compliance Services management for assignment.
- Maintain and update the MUCP database to reflect changes in DBE status, program participation and eligibility.
- Maintaining the electronic database FileNet. Proofread and correct prepared documents/materials.
- Update DBE certification denials on the U.S. DOT database.
- Compose and type letters, memos, and reports for section-utilizing knowledge of work area instructions and guidelines for appropriate signatures.
- Review, proofread and edit material for correct grammar, spelling, punctuation, letter format and completeness.
- Coordinate/schedule meetings and conferences pertaining to these programs.

Duty 4

General Summary:

Percentage: 5

Member of the OBD Administrative Support Team.

Individual tasks related to the duty:

- Serve as backup to the Office Administrator's Executive Assistant (Executive Secretary 10).
- Attend and participate in meetings to discuss changes in office procedures and develop and implement new procedures to improve the efficiency of the division.
- Serve as timekeeper in SIGMA.
- Greet and screen visitors.
- Answer telephones and provide information to the public, department staff, etc.
- Mail correspondence and distribute incoming mail.
- Basic troubleshooting of telephone problems.
- Other duties as assigned.

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

Determining information to be included in multiple databases.

Work with staff to obtain information needed to perform their jobs.

Routine programmatic decisions that are consistent with the established program parameters, department policies, procedures, and federal regulations.

Distribution of mail and messages, and the dissemination of information to the correct individuals.

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

Any decisions not covered by policy or procedures.

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 remain in a stationary position during shift with extensive use of a computer. 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 and secretary for the Detroit Business and Workforce Engagement Manager. Serves as liaison between the manager, professional staff, administrative staff, other departments, public/private industry, department management, and employees. Perform administrative/secretarial functions for the Business and Workforce Engagement Section, which includes the Compliance Services Unit. Primary contact for out-of-state agencies seeking copies of certified firm information. Responsible for the primary review and intake of all certification applications, Small Business Program applications for completeness, and all correspondence/documents submitted to the Office of Business Development (OBD) Detroit, for the Disadvantaged Business Enterprise (DBE) program. Maintain intake databases and administrator of the FileNet data storage system (including digital images). Provides information pertaining to the DBE program to new and potential DBE's federal, state, local municipalities, and other programs. Maintain records, prepare reports, and conduct correspondence related to the work.

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 Office of Business Development implements, monitors and evaluates Michigan Department of Transportation (MDOT) programs to ensure external equal employment and DBE business opportunities. This position provides administrative support for those programs.

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:

- The supervisor's point of view and priorities.
- Office practices, procedures, and computer software programs, including database related software.
- Organization, workflow, staffing, forms and procedures.

Skills:

- Excellent communication skills.

Ability to:

- Abstract and present facts from data.

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.

N/A

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

CHRISTINA TIJERINA

8/22/2025

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.

Date _____