

**State of Michigan
Civil Service Commission**

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

Position Code

1. SECRTYAM38R

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 Division of Assessment, School Improvement, and Systems Support
5. Working Title (What the agency calls the position) Secretary 9 Special Populations	11. Section Office of Educational Supports (OES)
6. Name and Position Code Description of Direct Supervisor WILLIAMS, MICHELLE S; EDUCATION CONSLTNT MGR-5	12. Unit Special Populations Unit
7. Name and Position Code Description of Second Level Supervisor SAYLOR, JENNIFER; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 608 W. Allegan, John Hannah Building, Lansing, MI / M-F 8 am - 5pm

14. General Summary of Function/Purpose of Position

This position provides advanced secretarial and management assistant assignments in support of the Special Populations Unit and other staff. This person has significant responsibility in such areas as interpreting policies and procedures and interpreting the Manager's points of view; serves as liaison to staff and higher-level management; and is able to apply the mission of the office to the performance of secretarial support activities.

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: 60

Provide advanced secretarial and management support to the Special Populations Manager, and other staff, including travel, workshop, conferences and meeting arrangements, and correspondence-related services.

Individual tasks related to the duty:

- Draft, format, and edit correspondence related to issues of the work area.
- Generate State Board of Education, department and regional reports, and assist in the generation of statewide reports and other products.
- Communicate effectively with families, students and community members of diverse populations while providing culturally sensitive customer service.
- Keep informed of office details, and advise the Special Populations Manager of any concerns or problems.
- Receive and direct telephone calls to appropriate staff and other Department offices.
- Coordinate arrangements for meetings, workshops, and related details.
- Prepare Manager's itineraries and maintain calendars.
- Upon request, attend meetings, representing the Manager, and report back on proceedings.
- Serve as liaison to staff and higher-level management.
- Attend department-sponsored training and informational meetings.
- Understand the basic working of computer-generated applications, and use word processing, spreadsheet, and database applications to complete assignments.
- Use basic telecommunication technology (Microsoft Platforms, Google Platforms, Zoom, Teams, and other required applications).
- Perform other duties for the OES staff as appropriate.

Duty 2

General Summary:

Percentage: 35

Provide technical support to the Special Populations Unit staff. Perform a range of advanced-level activities in support of the ongoing operations of the office.

Individual tasks related to the duty:

- Complete technical review of materials and related documents, including State Board of Education, federal, legislative, and inter- and intra-agency reports.
- Coordinate activities and assist to remove barriers or obstacles, thereby ensuring projects and reports are accurate and completed in a timely manner and deadlines are met.
- Assess office operations and services, and provide input for continuous improvement.
- Assist new staff in learning OEFS program and department procedures in completing assignments.
- Perform other duties for the OEFS staff as appropriate.

Duty 3

General Summary:

Percentage: 5

Other assigned duties

Individual tasks related to the duty:

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

Maintain office workflow, supporting timelines and deadlines. Extensive knowledge of office and department operations and priorities is critical to such decisions.

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

Unusual questions from the field, inquiries from legislators or other policy-making bodies.

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.

Normal office environment. Minimal to medium lifting of materials is possible. Some travel may be required.

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?

This position provides advanced secretarial and management assistant assignments in support of the Special Populations Unit and other staff. This person has significant responsibility in such areas as interpreting policies and procedures and interpreting the Manager's points of view; serves as liaison to staff and higher-level management; and is able to apply the mission of the office to the performance of secretarial support activities.

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

NA.

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

The function the Office of Educational Supports (OES) is to fulfill the department's leadership and administrative responsibilities for Title I, Title III, and McKinney-Vento programs. This position provides advanced secretarial support and management assistance to the Office Manager and other staff.

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:

An employee in this position must have:

- Organization and planning skills.
- The ability to work effectively in a team.
- The ability to analyze and solve problems.
- Excellent communication skills, including: oral, written, and listening skills.
- The ability to provide constructive feedback.
- Interpersonal and small group communication skills.
- Telecommunication skills (telephone etiquette, set up conference calls, set up webinars).
- Technology skills (word processing, spreadsheet, database, MAIN, e-mail).

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.

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