

Position Code
1. SEMA4A24N

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

This position description serves as the official classification document of record for this position. Please complete this form 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
	CIVIL SERVICE COMMISSION
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	EXECUTIVE OFFICE
4.Civil Service Position Code Description	10.Division
SENIOR EXECUTIVE MANAGEMENT ASSISTANT 15	
5.Working Title (What the agency calls the position)	11.Section
SENIOR EXECUTIVE MANAGEMENT ASSISTANT	
6.Name and Position Code Description of Direct Supervisor	12.Unit
GNODKTE, JOHN, SENIOR DIRECTOR	
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
GNODKTE, JOHN, SENIOR DIRECTOR	400 S. PINE STREET, LANSING, MI 8:00 a.m.– 5:00 p.m. (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as the senior executive management assistant to the state personnel director (SPD) of the Michigan Civil Service Commission. Responsibilities include assisting in coordinating executive office activities; apprising the SPD of sensitive, confidential, or controversial matters; serving as liaison between the SPD and department administrators, legislative and other governmental officials, union representatives, and the general public; receiving and responding to phone calls, correspondence, and visitors; and other administrative assistance to the SPD.

The position also provides assistance to other executive office staff.

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 of Duty 1 **% of Time** 60

Serves as senior executive management assistant to the SPD.

Individual tasks related to the duty.

- Serves as liaison between the SPD, the legislature, other executive officials, departmental personnel, union officials, and the public, maintaining confidentiality in all areas.
- Apprises the SPD of sensitive or controversial matters.
- Schedules appointments, teleconferences, and travel and prepares travel requisitions.
- Coordinates all correspondence addressed to the SPD, assigns to appropriate personnel for review and action; and reviews and edits documents for the SPD's signature.
- Apprises staff of assignments, monitors progress, and provides the SPD status updates.
- Develops and maintains information-management systems for the SPD.
- Researches and prepares various reports.
- Responds to inquiries from the public and state employees and directs callers to appropriate departmental staff or other state departments.
- Assists in coordinating executive office activities.

Duty 2

General Summary of Duty 2 **% of Time** 30

Provides assistance to executive office staff.

Individual tasks related to the duty.

- Provides assistance to executive office staff and supports special projects, as needed by executive staff.
- Assists with coordinating executive-office activities.
- Performs related duties, as assigned.

Duty 3

General Summary of Duty 3 **% of Time** 10

Other duties as assigned

Individual tasks related to the duty.

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

Dissemination of information, particularly that of a confidential nature; coordination of the SPD's activities; appropriateness and grammatical correctness of correspondence. Decisions made directly impact the SPD's ability to efficiently govern agency areas of responsibility.

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

Sensitive or controversial issues are brought to the attention of the SPD. Any deviation from policies or directives is also brought to the SPD's attention.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Standard office setting. Extensive use of computers. Stressful situations due to rigid deadlines and multiple, complex tasks.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

NAME

CLASS TITLE

NAME

CLASS TITLE

<p>20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Complete and sign service ratings.</td> <td style="width: 50%;"><input type="checkbox"/> Assign work.</td> </tr> <tr> <td><input type="checkbox"/> Provide formal written counseling.</td> <td><input type="checkbox"/> Approve work.</td> </tr> <tr> <td><input type="checkbox"/> Approve leave requests.</td> <td><input type="checkbox"/> Review work.</td> </tr> <tr> <td><input type="checkbox"/> Approve time and attendance.</td> <td><input type="checkbox"/> Provide guidance on work methods.</td> </tr> <tr> <td><input type="checkbox"/> Orally reprimand.</td> <td><input type="checkbox"/> Train employees in the work.</td> </tr> </table>				<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.
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<p>22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?</p> <p>Yes.</p>													
<p>23. What are the essential functions of this position?</p> <p>To serve as the senior executive management assistant to the SPD.</p>													
<p>24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.</p> <p>No substantive change.</p>													
<p>25. What is the function of the work area and how does this position fit into that function?</p> <p>The SPD implements the commission's policy and program directives. The director also oversees the following organization areas: Financial Administrative Services, General Counsel, External Relations, Office of Human Resources.</p>													
<p>26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?</p>													
<p>EDUCATION:</p> <p>Education typically acquired through completion of high school.</p>													
<p>EXPERIENCE:</p> <p>Four years of administrative and executive support experience equivalent to a Senior Executive Management Assistant 9, Secretary 9, or Legal Secretary 9; three years equivalent to an Executive Secretary E10, Legal Secretary 10, or Secretary Supervisor 10; or, two years equivalent to a Senior Executive Management Assistant 11, Executive Secretary 11, or Secretary Supervisor 11.</p>													
<p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <p>Extensive knowledge of the department's mission, departmental policies, procedures, and organizational structure. Extensive knowledge of correct English usage, punctuation, spelling, software programs, office organization and filing systems. Ability to maintain confidentiality, maintain diplomacy, compose correspondence, and perform other executive-level support activities. Ability to take shorthand is preferred.</p>													
<p>CERTIFICATES, LICENSES, REGISTRATIONS:</p>													
<p><i>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</i></p> <p><i>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.</i></p>													
<p>_____</p> <p>Supervisor's Signature</p>		<p>_____</p> <p>Date</p>											
<p>TO BE FILLED OUT BY APPOINTING AUTHORITY</p>													
<p>Indicate any exceptions or additions to statements of the employee(s) or supervisors.</p>													
<p><i>I certify that the entries on these pages are accurate and complete.</i></p>													
<p>_____</p> <p>Appointing Authority Signature</p>		<p>_____</p> <p>Date</p>											

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.