

**State of Michigan
Civil Service Commission**

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

Position Code

1. SEMA2A51N

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 Public Affairs
4. Civil Service Position Code Description SENIOR EXEC MGT ASST-2	10. Division
5. Working Title (What the agency calls the position) Senior Executive Management Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor CRANSON, JEFFREY D; DIRECTOR OF PUBLIC AFFAIRS	12. Unit
7. Name and Position Code Description of Second Level Supervisor WIEFERICH, BRADLEY C; DIRECTOR	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa St. Lansing, MI 48933 / 8:00 a.m. - 5:00 p.m. Monday-Friday may vary

14. General Summary of Function/Purpose of Position

This position serves as the senior executive management assistant to the director and deputy directors of the Bureau of Public Affairs, acting in a liaison capacity with bureau administrative and professional staff; state, local and federal governmental officials; Governor's office staff; the general public; media and employees at all levels of the department. Provides administrative and executive support, requiring a high degree of confidentiality, diplomacy, and extensive knowledge of the bureau and department's goals and areas of responsibility.

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: 70

Functions as senior executive management assistant to the bureau director, performing advanced secretarial and executive support activities.

Individual tasks related to the duty:

- Coordinates on a daily basis, or as needed, with the bureau leadership and/or staff to ensure timely completion of tasks and assignments.
- Keeps the bureau leadership advised of critical issues within the department and bureau, keeps them on track, and provides them with the right information, at the right time, to assist them in being most effective. Briefs the bureau director on pending issues and upcoming meetings.
- Schedules meetings on behalf of bureau leadership, maintains their calendars as needed, and collects and prepares materials pertinent for upcoming meetings.
- Screens incoming calls, determines which are priority matters, and alerts the executives accordingly. Makes referrals to appropriate executive staff or provides requested information.
- Plans and coordinates travel arrangements for the bureau, for all out of state travel and completes all reimbursement documents on their behalf.
- Using knowledge of supervisor's viewpoint, acts as liaison between the bureau director and bureau staff, the department director's office staff, other MDOT staff, the Governor's office, and state, local, and federal staff in exchanging information. Transmits directives, instructions, and assignments on behalf of the bureau leadership and follows up on status.
- Reviews incoming correspondence making preliminary assessment of the importance, organizes documents and takes appropriate action. Logs correspondence in the correspondence tracking system and assigns to appropriate bureau staff, based on subject matter and knowledge of bureau responsibilities. Tracks status of response/action taken to ensure timeliness.
- Maintains confidentiality of documents and information received. Alerts Office of Public and Governmental Relations (OPGR) staff of any important or politically sensitive issues.
- Reviews, proofreads, and edits documents prepared for signature by Public Affairs Staff, Director, Governor, Congress, and state legislators.
- Creates and revises forms and procedures for office.

Duty 2

General Summary:

Percentage: 20

Receives and screens all incoming telephone calls and visitors and provides requested information and/or refers calls to appropriate staff. Makes preliminary assessment of importance of materials and organize documents; handles some matters personally and forwards appropriate materials to the Bureau leadership or staff.

Individual tasks related to the duty:

- Establishes priority of handling phone calls and email inquiries.
- Provides technical directions regarding policies, procedures, techniques, deadlines, and format of correspondence and reports.
- Composes letters and memorandums in response to incoming mail and calls.

Duty 3

General Summary:

Percentage: 10

Performs all executive secretarial/management assistant support and office coordination of activities for the Office of Policy and Government Relations.

Individual tasks related to the duty:

- Coordinates and facilitates the office calendar, arranges appointments, meetings, and conferences.
- Provides Deputy Directors with up to date information on subject matters to be discussed.
- Arranges for appropriate staff to attend meetings when leadership is unable to attend.
- Makes domestic and foreign travel arrangements; prepares itineraries; prepares travel vouchers; and maintains all travel records.
- Performs office management activities for the office, including time reporting and records management.
- Calculates and prepares biannually, Department's and its lobbyist agents' Lobby Registration Financial Report Summary form to comply with P.A. 472 of 1978 and P.A. 83 of 1986.
- Coordinates all new and/or revised IT equipment orders. Reports all trouble calls to the Department of Technology, Management and Budget (DTMB) Help Center.
- Coordinates and distributes the official transportation map to Legislators, both state and federal.
- Handles special projects assigned by the Bureau leadership.
- 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.

Using knowledge of bureau and department, independently determine action needed and assign to appropriate staff person to respond to incoming correspondence or requests for information. Screen incoming calls and determine which require the attention of the bureau director or refer callers to appropriate staff person, if necessary. Make judgements regarding handling constituent inquiries, emergency situations and crises. Provide information to Director, Chief Administrative Officer, Chief Operations Officer, Governor's Office, and Michigan Legislature when requested. Those affected by these decisions are bureau and department staff, legislators, Governor's office staff, and state, local and federal agency staff.

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

Special assignments where clarification is required, the status of plans to facilitate dispensing information and answering inquiries, and politically sensitive or technical issues are involved.

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.

Must use utmost discretion and judgement handling confidential and sensitive information. Critical deadlines involving top management create performance pressure. Emergency situations and crises demand that tasks are often performed on a tight schedule and may necessitate longer than normal hours. Long periods of remaining in a stationary position using a computer is required. It is necessary to make decisions and take action utilizing self-initiative, discretion, and good judgement in handling crises and politically sensitive issues. Overnight travel is sometimes required in the performance of special assignments. 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):

- | | |
|---|--|
| <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?

This position serves as the senior executive management assistant to the director and deputy directors of the Bureau of Public Affairs, acting in a liaison capacity with bureau administrative and professional staff; state, local and federal governmental officials; Governor's office staff; the general public; media and employees at all levels of the department. Provides administrative and executive support, requiring a high degree of confidentiality, diplomacy, and extensive knowledge of the bureau and department's goals and areas of responsibility.

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?

Public Affairs coordinates Department relations with the Media, Michigan Legislature, United States Congress, Governor's Office, other state departments, interest groups, private sector and other interested parties. This position serves as the Executive Management Assistant and Office Manager to the Office of Policy and Government Relations.

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:

Senior Executive Management Assistant 11

Six years of office experience involving administrative support practices, including three years equivalent to an advanced, 8-level, administrative support worker, Secretary E8, or Legal Secretary E8; two years equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9; or, one year equivalent to the Division Head Legal Secretary 10 or Executive Secretary E10.

Alternate Education and Experience

Senior Executive Management Assistant 9, Senior Executive Management Assistant 11, Senior Executive Management Assistant 13, 15

Possession of an associate's degree in applied arts and sciences in an executive secretarial science curriculum may be substituted for one year as a Secretary 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Proficiency and considerable knowledge of personal computers and various software packages including Microsoft Office Suite, OneNote and MS Teams, and Zoom. Knowledge in the use of SIGMA, and CRM (Correspondence Tracking System). Excellent communication skills. Thorough knowledge of proper English usage, spelling, punctuation, and grammar. Excellent proofreading skills. Ability to maintain confidentiality, composure, and tact in handling sensitive situations. Ability to independently prioritize and organize work products, as well as organize the day-to-day commitments of the bureau director. Strong decision-making skills. Ability to effectively schedule and prioritize meetings, appointments, and conferences for bureau leadership.

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.

N/A

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

LOGAN BRISTOL

8/5/2025

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.

Employee

Date