

**State of Michigan
Civil Service Commission**

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

Position Code

1. SECRTRYAO80R

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 AGRICULTURE AND RURAL DVLPMNT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Environment and Sustainability
4. Civil Service Position Code Description SECRETARY-A	10. Division Conservation and Stewardship
5. Working Title (What the agency calls the position) Soil, Water and Climate Section Secretary	11. Section Soil, Water, and Climate
6. Name and Position Code Description of Direct Supervisor DELEEUEW, MEGAN; STATE ADMINISTRATIVE MANAGER-1	12. Unit Soil and Agricultural Stewardship
7. Name and Position Code Description of Second Level Supervisor ALEXANDER, MICHAEL K; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 525 W. Allegan Street, Lansing, MI 48933; Hybrid - Remote / Hours; M – F 8:00 am to 5:00 pm

14. General Summary of Function/Purpose of Position

Functions as a management assistant and performs advanced administrative support duties for the Soil, Water and Climate (SWC) Section including the Soil and Agriculture Stewardship Unit and the Conservation Programs Unit (CPU). Management assistant duties include the coordination and arrangement of conference calls, meetings and trainings; coordination of Freedom of Information Act (FOIA) requests; drafting and preparing letters, memos, special reports and email; contacting customers by telephone and email; making travel arrangements; distributing mail and performing mailings; answering telephone and written requests from public; coordinating special assignments; updating databases, troubleshooting as needed; and maintaining section trade show booth materials.

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

Provide advanced administrative support to the SWC Section staff.

Individual tasks related to the duty:

- Coordinate and arrange meetings for program staff and committees; arrange building clearance; attend meetings as needed to take minutes and follow-up on action items and correspondence, including section and unit staff meetings.
- Participate and provide leadership for the bureau's Administrative Team meetings.
- Assist with identifying meeting locations and preparing materials and logistics.
- Manage the SWC Section event and conference spreadsheet and coordinate corresponding approvals through the Travel, Training, Registration Request and enterprise eSignature processes.
- Make travel arrangements for SWC Section staff.
- Prepare minutes of meetings from notes and/or recordings.
- Compose, format, prepare, proofread, and edit correspondence and reports.
- Assist in creating and revising forms; propose procedures, formats, and standards for office correspondence.
- Develop and maintain a SWC Section Secretary desk manual.
- Coordinate and conduct mailings.
- Review and evaluate applications, petitions, contracts, or other documents to determine whether prescribed requirements are met for acceptance or approval.
- Assist in reviewing office operations and services and recommend improvements to efficiency and economy; make recommendations regarding office equipment needs.
- Assess SWC Section administrative operations for quality, efficiency, and effectiveness and make recommendations for improvements.
- Assist in tracking assignments and metrics for the SWC Section.
- Lead the SWC Section with Americans with Disability Act (ADA) Digital Accessibility compliance.
- Gather data for surveys or perform research on special subjects or projects.

Duty 2

General Summary:

Percentage: 40

Provides program specific support for SASU and CPU.

Individual tasks related to the duty:

- Provide support for program advisory councils and task forces as requested.
- Support the work of the Michigan Agriculture Environmental Assurance Program (MAEAP) LPI Action Teams.
- Support MAEAP application maintenance and serve on the core application team as needed.
- Assist with developing new policies, processes, and procedures to support the MAEAP verification process and Regenerative Agriculture Program (RAP) development and help facilitate approval and maintenance of these documents for the SWC Section.
- Assist with MAEAP data needs during the transition to the new MAEAP verification process.
- Assist program staff with sourcing equipment, supplies, and safety equipment.
- Assist program staff with communications to stakeholders when applicable.
- Maintain SWC Section inventory.

Duty 3

General Summary:

Percentage: 5

Serve as SWC Section FOIA Coordinator.

Individual tasks related to the duty:

- Forward FOIA requests from the Associate FOIA Coordinator to the section supervisor and appropriate program specialist(s), along with the FOIA request (if possible).
- Retrieve the necessary documents to complete the FOIA request.
- Review the documents for potential material redactions.
- Forward all documentation to the Associate FOIA Coordinator within the prescribed timeframe.
- Keep the Associate FOIA Coordinator informed of the status of meeting the FOIA response deadline.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Develop an employee development plan with support from supervisor.
- Complete training as assigned by the Administrative Team lead and supervisor.
- Attend training as assigned.
- 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.

Because the workload fluctuates from day to day, independent decisions are made as to work prioritization to ensure efficient section workflow.

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

Decisions that require the supervisor's review include changes in policies and procedures, and changes that affect associated costs (time, financial resources, other) for field staff, other program staff, and partners. The addition of new areas of information collection also requires review.

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.

Typical office environment. Prolonged sitting or standing. Occasionally lift heavy items such as copy paper-filled boxes. Regular kneeling, stooping, and bending around equipment. Environmental conditions include periodic loud equipment and occasional exposure to air-borne dusts.

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?

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

Position was modified to reflect minor updates and evolution of responsibilities as they relate to the primary functions of the position.

The Soil & Agricultural Stewardship Unit was formed after this position was last reviewed, combining MAEAP and RAP under one unit.

The Conservation Programs Unit was not part of the Section when this position was last reviewed.

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

The Conservation Stewardship Division is responsible for the administration and delivery of environmental, conservation, natural resource management, and non-point source pollution programs for the Michigan Department of Agriculture and Rural Development. This position is responsible for coordinating and providing administrative support related to the SWC Section.

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:

Extensive knowledge in the use of Microsoft Office applications, including Word, Excel, Access, and Outlook.

Ability to communicate effectively, both orally and in writing, and to meet and deal effectively with others.

Excellent written communication skills with ability to create correspondence and edit for correct grammar, spelling and sentence structure.

Ability to meet schedules and deadlines and set priorities.

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.

None.

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

QUINN BENSINGER

7/27/2026

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