

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

Position Code

1. SECRTRYEN31R

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 DOC-CARSON CITY FAC/CARSON CIT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Health Care Services
4. Civil Service Position Code Description SECRETARY-E	10. Division Mental Health Services
5. Working Title (What the agency calls the position) Secretary E8	11. Section Southwest Region
6. Name and Position Code Description of Direct Supervisor COMMUNITY HEALTH SERV MGR-2 13	12. Unit Carson City Correctional Facility
7. Name and Position Code Description of Second Level Supervisor STATE ADMINISTRATIVE MANAGER-1 15	13. Work Location (City and Address)/Hours of Work 10274 Boyer Road, Carson City, MI 48811 / 8 a.m.-4:30 p.m.

14. General Summary of Function/Purpose of Position

To provide secretarial support services for the multidisciplinary outpatient mental health team responsible for providing services at DRF. This team consists of a unit chief, psychiatrist, clinical social worker and secretary. Duties include scheduling appointments, entering information into the computer database, and attending interdisciplinary meetings. Responsible for performing secretarial duties to aid the OPMHT professional staff and organize office duties to facilitate the smooth operation of outpatient mental health services. Responsible for telephone communication and entering payroll information in DCDS system. This position serves as a backup to the P.A.252 involuntary treatment hearings coordinator. This position has constant and daily direct contact with prisoners of different security levels and works inside a multi-level correctional facility.

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: 40**

Provides secretarial support utilizing computer/word processing skills

Individual tasks related to the duty:

Responsible for typing clinical and administration reports, monthly reports, forms and memoranda from oral and written instructions as requested by supervisor and OPMHT members. Proofread and correct prepared material for spelling, grammar and punctuation. Makes appropriate entries into the electronic medical record.

Duty 2

General Summary: **Percentage: 20**

Print reports on a daily basis and enter data on the Health Management Information System (HMIS). Enter same information into a database.

Individual tasks related to the duty:

Responsible for printing reports (HC-111, HC-121, HC-141, HC-161, HC-171, HC-271 and HC-281) and forward to the appropriate team member for review. Enter data on the Mental Health Tracking System (MHR screen) for update. Enter information from the MHRs into database and run reports on same for monthly reports or when needed. Review HC-161 and HC-281 for patient referrals and transfers into facility. Assign patient to case manager under direction of the Unit Chief. Schedule appointment for appropriate clinician under the direction of the Unit Chief.

Duty 3

General Summary: **Percentage: 5**

Timekeeping and maintaining employee records. Orientation scheduling of new employees. Submit LEIN requests

Individual tasks related to the duty:

Ensure employees complete Employee Time and Attendance Report (ETAR). Responsible for completing and faxing time and attendance reports the Friday following pay day. Maintain all leave and overtime slips. Submits all pertinent materials to Secretary of Regional Director for processing. Maintain a mobilization call-in log with confidential information on employees (name, phone). Update periodically and forward a copy to DOC Human Resource Services for update. Keep informed of return to work dates on employees who are on medical leave. Inform immediate supervisor of changes.

Duty 4

General Summary: **Percentage: 10**

Establish and maintain a filing system and tracking system of Outpatient Mental Health Team records/forms. Serves as a back-up Involuntary Treatment Hearing Coordinator.

Individual tasks related to the duty:

Forward CHJ-194 (Mental Health Record) and CHJ-246 (Mental Health Referral) back to case manager after entry. Ensure the appropriate time frames are met as outlined in procedure (initial review completed within one week, subsequent 90 day reviews). Inform case manager that treatment plan needs to be updated. Notify RUMs and ARUs when treatment team meeting is being held. Enter information on HMIS. File various administrative reports, memos, correspondence, comprehensive psychiatric evaluations, discharge summaries, psychosocial assessments, etc. Enter patient scheduling information into database. Keep an updated policy manual, facility operating procedures and mental health procedure manual. Coordinate Involuntary Treatment Hearings when needed for incarcerated prisoners who are mentally ill and need suitable treatment services. Gather data, maintain timelines, prepare documents, attend hearings, and maintain flow of hearing process. Make recording of the hearing. Develop and maintain a database for preparation of hearing forms. Proof forms for all needed information and signatures before forwarding forms.

Duty 5

General Summary: **Percentage: 5**

Order supplies and project necessity of purchase of additional equipment. Maintenance of existing equipment. Miscellaneous duties or other duties as assigned by supervisor.

Individual tasks related to the duty:

Call for service on equipment (i.e., printer, computer, phones) when malfunctioning or for general maintenance. Order supplies and treatment materials for outpatient therapy using procurement requests. Follow through with purchasing agent to verify order. Check status of order periodically.

Duty 6

General Summary: **Percentage: 20**

Answer telephone, handle mail and other related duties as assigned by the supervisor. Schedule appointments for medication reviews for psychiatrist and review medical record after appointments.

Individual tasks related to the duty:

Open, sort, scan and distribute incoming mail. Receive and place telephone calls. Screen calls and answer inquiries requiring a knowledge of policy and procedure and supervisor's viewpoint. Responsible for keeping the medical record filled with physician's order forms completed with required information after psychiatrist's appointments. Schedule follow-up appointments based on orders and/or progress notes. Enter all clinicians' call-outs into database.

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

The person in this position functions very independently. Prioritization of the work assigned is the ultimate decision of this employee. The position deals with a great amount of confidentiality and requires extensive knowledge of the laws, policies and procedures relating to such. The decisions made by this person affect the entire Outpatient Mental Health Team staff.

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

Decisions regarding confidential information as well as the administrative supervisory requirements of leaves, assignments to special projects and deviation from established procedures. Decisions regarding personnel issues or specific confidential information.

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.

Requires walking across the prison yard and climbing stairs. Physical activity includes considerable sitting, typing, use of computer, standing, walking, reaching, carrying, minimal bending. Hazards include working in a prison with convicted felons who are mentally ill, having an office in a cell block which may be a converted cell, general noise of prison unit, heating and

cooling problems. Contact with prisoners occurs, resulting in the potential for physical harm and possible exposure to communicable diseases.

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?

Provide secretarial support, control of documents, center of communication, control the flow of communication

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

n/a

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

To provide mental health services to prisoners experiencing moderate mental illness. The position supplies support to staff delivering the services and coordinates communication.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

High School Diploma

EXPERIENCE:

One year as a Secretary E7 or equivalent experience

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of general secretarial rules and protocol. Computer/word processing skills helpful. Knowledge of medical records.

**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.

Appointing Authority

3/3/2016

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