

**Position Code**  
1. SECRTYEO72R

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
	Department of Environment, Great Lakes, and Energy
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Secretary-E 7/E8	Water Resources Division
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Secretary 7/8	Permits Section
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Amanda Bosak, Environmental Manager 14	Water Quality and Aquatic Nuisance Control Permits Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Christine Alexander, State Administrative Manager 15	525 W. Allegan Street, Lansing, MI 4893/ 8:00 a.m.-5:00 p.m., Monday-Friday

<b>14. General Summary of Function/Purpose of Position</b>
Provide secretarial and administrative support to the staff in the Water Quality and Aquatic Nuisance Control Permits Unit (WQANCPU). This is a key position in carrying out vital responsibilities of the unit. The unit is responsible for a variety of permit programs including the National Pollutant Discharge Elimination System (NPDES) Program, Aquatic Nuisance Control (ANC) Program, Ballast Water Control (BWC) Program, and Concentrated Animal Feeding Operation (CAFO) Program. This position is responsible for assisting the unit and section with processing and issuing permits under these programs. These responsibilities also include preparing correspondence and reports, processing certifier agreements, uploading various documents to the MiWaters database, handling incoming and outgoing mail, maintaining unit and section files, scheduling meetings, arranging travel, answering phones and greeting visitors, fulfilling Freedom of Information Act (FOIA) requests, and providing backup to other Water Resources Division (WRD) support staff as needed.

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 30**

Provide administrative and clerical support to the WQANCPU.

**Individual tasks related to the duty.**

- Review and edit documents, utilizing knowledge of work area and departmental guidelines.
- Process certifier agreements in the MiWaters database.
- Upload appropriate information and documents in the MiWaters database.
- Process incoming and outgoing mail.
- Maintain unit files utilizing knowledge of the program and work area.
- Schedule meetings and arrange travel.
- Receive and screen visitors and telephone calls.
- Make copies and send emails and faxes as requested.
- Fulfill FOIA requests using knowledge of the FOIA law and department/division policies and procedures.
- Receive and escort visitors to appropriate location for meetings held with the unit.
- Screen calls for the unit and determine if calls can be handled personally or by unit supervisor or staff.

Duty 2

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

Assist in the processing of permits for the NPDES, ANC, BWC, and CAFO Programs.

**Individual tasks related to the duty.**

- Upload appropriate information in the MiWaters database.
- Update section staff on issuance of permits.
- Download and copy, mail, or email documents as requested.
- Assist the public with accessing documents in MiWaters Explorer.
- Create and maintain mailing list for permits.

Duty 3

**General Summary of Duty 3**                      **% of Time 20**

Provide administrative support to the WQANCPU supervisor.

**Individual tasks related to the duty.**

- Review and edit documents, utilizing knowledge of work area and departmental guidelines.
- Serve as liaison between unit supervisor and staff by transmitting guidance and information.
- Make scheduling commitments for the unit supervisor.
- Establish a work assignment/tracking log to ensure timely response to assignments made by the unit supervisor.
- Review incoming correspondence and identify which can be handled personally and which to forward to unit supervisor or staff.
- Prepare agenda and collect and copy materials necessary for unit and permit development-related meetings; and prepare minutes of meetings as requested.

Duty 4

**General Summary of Duty 4**

**% of Time 20**

Other duties as assigned.

**Individual tasks related to the duty.**

- Serve as backup to Permits Section clerical staff.
- Provide assistance to Permits Section staff with tasks in Duty 1 as needed.
- Participate in WRD phone coverage and mail processing on a rotating schedule with other WRD clerical staff.
- Participate in secretary meetings.
- Participate in job-related training, such as department Correspondence Guidelines, MiWaters, and FOIA.
- Miscellaneous assignments as assigned or requested by WRD management or management assistant.

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

Independent decisions are made daily when assisting staff, the public, and/or state agencies with questions/concerns regarding organization, program, procedures, etc.; disseminating mail and information to staff; and prioritizing work. Making these decisions independently helps the unit function to its fullest potential. Time is saved by not having to check with supervisor and/or staff.

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

Interpretation of technical questions relating to the unit's programs, environmental laws, public complaints, and controversial issues.

**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.**

There is a certain amount of stress associated with periodic heavy workloads, meeting permit deadlines, and generating reports. Physical effort is limited to normal office work: sitting at a PC for long periods of time frequently; standing at copy machine for long periods of time occasionally; and bending, standing, and reaching to file for extended periods of time periodically. Environmental conditions include typical office exposure to toner for copiers, printers, etc.

**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.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

**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.      |

**21. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?**

Yes.

**22. What are the essential functions of this position?**

Provide secretarial and administrative support to the supervisor and staff in the WQANCPU. This position is a key component in carrying out the responsibilities of the unit, including processing and issuing permits for the NPDES, ANC, BWC, and CAFO Programs; preparing correspondence and reports; processing certifier agreements; uploading various documents to the MiWaters database; handling incoming and outgoing mail; maintaining unit and section files; scheduling meetings; arranging travel; answering phones and greeting visitors; fulfilling FOIA requests; and providing backup to other WRD support staff as needed.

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

No change.

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

The WQANCPU is responsible for administering the WRD's NPDES, ANC, BWC, and CAFO Programs. This position provides secretarial and administrative support to the supervisor and staff in these programs.

<b>25. What are the minimum education and experience qualifications needed to perform the essential functions of this position?</b>	
<b>EDUCATION:</b> Education typically acquired through completion of high school.	
<b>EXPERIENCE:</b> <u><b>Secretary 7</b></u> Two years of office experience involving administrative support practices, including one year equivalent to 6-level administrative support experience. <u><b>Secretary E8</b></u> Three years of office experience involving administrative support practices, including one year equivalent to experienced-level administrative support work or equivalent to a Secretary 7 or Legal Secretary 7.	
<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> Ability to use a personal computer to prepare correspondence, reports, charts, etc. is an essential part of the work. Ability to make out-of-state and international travel arrangements is desirable. Familiarity with SIGMA and databases is desirable.	
<b>CERTIFICATES, LICENSES, REGISTRATIONS:</b> Criminal history background check is required.	
<i><b>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</b></i> <i><b>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.</b></i>	
_____ <b>Supervisor's Signature</b>	_____ <b>Date</b>
<b>TO BE FILLED OUT BY APPOINTING AUTHORITY</b>	
Indicate any exceptions or additions to statements of the employee(s) or supervisors.	
<i><b>I certify that the entries on these pages are accurate and complete.</b></i>	
_____ <b>Appointing Authority Signature</b>	_____ <b>Date</b>
<b>TO BE FILLED OUT BY EMPLOYEE</b>	
<i><b>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.</b></i>	
_____ <b>Employee's Signature</b>	_____ <b>Date</b>

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