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| **State of MichiganCivil Service Commission** |

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| **Position Code** |

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| 1. EXCSECEH35N |

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

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| **POSITION DESCRIPTION** |

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| 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. |

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| **2. Employee's Name (Last, First, M.I.)** | **8. Department/Agency** |
|  | MDHHS-HAWTHORN CTR NORTHVILLE |
| **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** |
|  | Hospitals and Behavioral Health Administration |
| **4. Civil Service Position Code Description** | **10. Division** |
| Secretary 9 | Hawthorn Center |
| **5. Working Title (What the agency calls the position)** | **11. Section** |
| Secretary 9 | Nursing |
| **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** |
| Vacant; Registered Nurse Director 16 |  |
| **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** |
| Mary Carter, State Division Administrator 17 | 30901 Palmer Rd Westland, MI 48186 M-F 8:00 am – 4:30 pm |

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| **14. General Summary of Function/Purpose of Position** |

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| The employee performs advanced confidential secretarial assignments, functioning as a management assistant to the Nurse Director.  At this level, the employee has increased responsibility in such areas as interpreting policies and procedures, interpreting the supervisor’s point of view, serving as liaison to staff and higher level management, researching and preparing materials for managerial decision and participating in other management assistant activities such as typing memos, letters, policies/procedures, creating forms, filing, answering phones, distributing mail, compiles and enters payroll, maintaining supplies for department and patient units. |

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| **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.** |

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| **Duty 1** |
| **General Summary:** | **Percentage:** | **50** |
| Provides a variety of management support activities for the Nurse Director. |
| **Individual tasks related to the duty:** |  |  |
| * Controls records for the Department.
* Reviews and locates pertinent information from files and other resources for management.
* Helps organize, update, interprets and apply policies and procedures.
* Has the ability to analyze and assess services and operations for quality, efficiency, and effectiveness, and to make recommendations for improvements.
* Assists in creating and revising forms; proposes procedures, formats, and standards for office correspondence.
* Prepares, distributes, records, files and forwards Performance Appraisals and Civil Service ratings as appropriate.
* Assists Nurse Director with interview preparations.
* Prepare new employee packets. Arrange for keys, training, and orientation.
* Verifies, records current RN licenses and CEU’s.
* Takes meeting minutes, prepares final draft, and distributes.
* Types policies and reports. Composes letters and edits correspondence, memorandums, and reports.
* Assists in creating and revising forms; proposes procedures, formats, and standards for office correspondence.
* Proofreads and corrects written materials. Review documents for acceptability.
* Maintains confidentiality of documents and information; determines how and where said documents are directed.
* Schedules appointments, answers appropriate questions on behalf of the Nurse Director and refers issues to the appropriate person.
* Serves as liaison between supervisor and staff by transmitting information, explaining appropriate work instructions, and following up on assignments.
* Keeps supervisor appraised of pertinent issues.
* Operates standard office equipment. Determines needs and orders office supplies, equipment, repair, and maintenance services through agency channels.
* Receives and screens visitors and telephone call, takes messages, schedules appointments, and provides information to callers requiring knowledge of agency’s operations.
* Has knowledge of the supervisor’s point of view and priorities.
* In absence of Health Clinic resources, prepares letters for Health Clinic – Immunization Letters, staff notifications, Medicaid cards, chicken pox letters, etc. Mail and distribute.
* Request maintenance/keys.
* Assemble/collate material and special reports for meetings and conferences.
* Duties as delegated.
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| **Duty 2** |
| **General Summary:** | **Percentage:** | **30** |
| **P**repare payroll information, overtime report, time and attendance related data/tasks. |
| **Individual tasks related to the duty:** |  |  |
| * Responsible for interpreting/recording timecards for the Nursing Department.
* Enters Department payroll into DCDS.
* Verifies overtime worked and prepares FTE report for Staffing Coordinator, Nurse Director, and Hospital Director.
* Monitors and reports time and attendance problems to Staffing Coordinator.
* Prepares/monitors payroll of contractual service staff.
* Resolves timekeeping issues with staff.
* Work with Personnel staff on timekeeping and attendance related issues.
 |
| **Duty 3** |
| **General Summary:** | **Percentage:** | **5** |
| Keeps reports of resources, maintains inventory and orders supplies for Department and patient care units. |
| **Individual tasks related to the duty:** |  |  |
| * Orders supplies and forms - maintain supply of same for Nursing Department and patient areas.
* Processes non-monetary donations for children.
* Order funds for special activities/purchases as requested.
* Follow-up with staff regarding funds spent and receipts for purchases.
* Assists with emergency purchases for patients/department.
* Assists in the preparation of budgets, financial and Department reports.
* Prepares, distributes, records, files and forwards Performance Appraisals and Civil Service ratings as appropriate.
* Orders birthday cakes from kitchen and arrange for each child to receive a birthday gift.
 |
| **Duty 4** |
| **General Summary:** | **Percentage:** | **5** |
| Revises/establishes clerical work methods for the Department.Represents Nurse Director in facilitating community activities/events. |
| **Individual tasks related to the duty:** |  |  |
| * Coordinates office management activities by establishing and maintaining extensive filing systems, both hard copies and computer files; develops forms and standards for office forms and correspondence; determines needs and orders supplies, equipment, and repair service as necessary.
* Coordinates calendar and makes appointments for Nurse Director.
* Prepares agendas for and takes and distributes minutes for various administrative meetings.
* Utilizes the computer extensively to prepare and edit a wide variety of documents, utilizing Word Perfect, Microsoft Word, Excel, Outlook, and a variety of other programs.
* Basic computer skills to include the following:  Ability to open and respond appropriately to emails, create and send emails, open and/or create documents/files, save and retrieve files, access and complete on-line tutorials, webinars and other on-line training sessions.
* Assists with new employee orientation.
* Provides educational in-services/departmental in-services as requested.
* Scheduling and facilitation of special events involving the community.
* Sorts and distributes mail.
* Prepare work orders, food requests and request housekeeping for activities.
* Works with donor’s regarding donations for the children.
* Duties/tasks will be assigned as necessary to assist in the function of operational needs.
* Coordinate activities during the year. (Easter Baskets, Santa Claus, etc.)
* Monthly reports to Clinical Director and Accounting.
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| **Duty 5** |
| **General Summary:** | **Percentage:** | **5** |
| Administrative Coordinator for outside education institutions. |
| **Individual tasks related to the duty:** |  |  |
| * Organize and prepare for the arrival of the Nursing students from outside institutions working with the RN instructors.
* Ensure proper documentation has been provided by Nursing Students for the Personnel Department and Health Clinic.
* Order keys.
* Set up orientation with the Training Department and Office of Recipient Rights.
* Keeps Nurse Director apprised of all pertinent issues involving the Nursing Students and Instructors.
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| **Duty 6** |
| **General Summary:** | **Percentage:** | **5** |
| Other duties as assigned |
| **Individual tasks related to the duty:** |  |  |
| Other duties as assigned |

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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.**  |

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| Sets own priorities for regular work assignments. Notifies appropriate personnel of emergency situations based on policy and procedure.  Refers calls to Nurse Director or other Hawthorn Center staff.Refers correspondence to Nurse Director or other Hawthorn Center staff.Advise staff of Nurse Directors’s point of view on various issues |

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

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| Confers with supervisor on matters that may have a clinical implication.  Confers with supervisor on issues of a hospital or interdepartmental nature.  Confers with supervisor on tasks that are beyond the realm of regularly assigned work duties.Items which are clearly outside the realm of knowledge/responsibility |

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| **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.** |

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| Physical activities include standing, sitting, stooping, reaching, walking, lifting or carrying light weight items. |

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| **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.** |

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| **Additional Subordinates** |

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| **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** |

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| Complete and sign service ratings. |

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| Assign work. |

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| Provide formal written counseling. |

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| Approve work. |

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| Approve leave requests. |

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| Review work. |

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| Approve time and attendance. |

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| Provide guidance on work methods. |

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| Orally reprimand. |

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| Train employees in the work. |

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| **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** |

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| Management prepared |

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| **23. What are the essential functions of this position?** |

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| Managing the office of the Nurse Director.  Ability to tactfully interact with a variety of people in person, on the telephone and via electronic communication media.  Also, must manage a number of assignments at the same time.  Must be able to word process, type, take minutes and work with spreadsheets. Ability to make decisions/problem solve. Ability to prioritize work. Ability to maintain confidentiality of information. Accuracy in all work. Maintaining confidentiality of records, typing, filing, distributing reports, procuring supplies for department, and preparing payroll. |

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

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

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| Managing the office of the Nurse Director.  Secretarial services are required to carry out numerous tasks related to administering the department employees and providing support services for patients as requested/directed. Ability to tactfully interact with a variety of people in person, on the telephone and via electronic communication media.  Also, must manage a number of assignments at the same time.  Must be able to word process, type, take minutes and work with spreadsheets. Ability to make decisions/problem solve. Ability to prioritize work. Ability to maintain confidentiality of information. Accuracy in all work. |

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

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| **EDUCATION:** |

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| Education typically acquired through completion of high school. |

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| **EXPERIENCE:** |

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| **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.** |

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| **KNOWLEDGE, SKILLS, AND ABILITIES:** |

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| Considerable knowledge, skills, and abilities to interpret and apply Civil Service, Hospital and Departmental policies and procedures.Considerable knowledge, skills, and abilities related to executive viewpoints and responsibilities.Considerable knowledge, skills, and abilities related to confidentiality, diplomacy and judgment in giving out information.Considerable knowledge, skills, and abilities related to word processing, typing, dictation, spread sheeting and filing.Considerable knowledge, skills, and abilities related to the prioritizing of tasks and effective organizational skills.Considerable knowledge, skills, and abilities of correct English usage, spelling and punctuation.Knowledge of payroll practices and policies   |

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| **CERTIFICATES, LICENSES, REGISTRATIONS:** |

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| ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** |

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| ***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.*** |

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| **Supervisor** |

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| **Date** |

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| **TO BE FILLED OUT BY APPOINTING AUTHORITY** |

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| **Indicate any exceptions or additions to the statements of employee or supervisors.** |

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

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| 6/12/2015 |

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| **Appointing Authority** |

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| ***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.*** |

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