

Position Code 1.

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.

2.Employee's Name (Last, First, M.I.)	8.Department/Agency
	Environment, Great Lakes, and Energy
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
4.Civil Service Position Code Description	10.Division
Secretary-E	Water Resources Division
5.Working Title (What the agency calls the position)	11.Section
Secretary	Field Operations Engineering and Enforcement Section
6.Name and Position Code Description of Direct Supervisor	12.Unit
James Watling, Environmental Manager 14	Transportation Review Unit
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Lucas Trumble, Engineer Manager Licensed 15	525 West Allegan Street, Lansing, MI 48933/ 8:00 a.m.-5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position

This position provides clerical and administrative support to the Water Resources Division's (WRD) Transportation Review Unit (TRU) and Hydrologic Studies and Floodplain Management Unit (HSFMU). Responsibilities include general secretarial duties such as proofreading, finalizing, mailing, and e-mailing permits, correspondence, public notices, public hearing notices, and routing incoming applications to appropriate staff using the MiEnviro database. Provide information for customer inquiries and/or channeling inquiries to the proper personnel and responding to Freedom of Information (FOIA) Requests. This position also provides secretarial support to other staff in the Field Operations Engineering and Enforcement Section (FOESS) and the Field Operations Support Section (FOSS) when needed, including backup assistance for other clerical staff due to absences or workload issues. This position will also process the WRD's incoming and outgoing mail and answer the WRD's main telephone line on a rotating schedule with other clerical staff in the WRD.

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

7General Summary of Duty 1 % of Time 75

Provide secretarial support to the supervisors and staff of the TRU and HSFMU Units.

Individual tasks related to the duty.

- Review and prepare correspondence, reports, and other documents to ensure they conform to the Department of Environment, Great Lakes, and Energy's (EGLE) Correspondence Guidelines and are free of spelling, grammar, and punctuation errors.
- Review, finalize, obtain management approval, and distribute responses to departmental log letters.
- Assist the supervisor with generating reports using the MiEnviro database.
- Assure timely flow of work.
- Maintain knowledge of word processing/computer programs, such as Word, Access, Excel, Outlook, Adobe Acrobat, MiEnviro, and local area network to create, retrieve, edit, and print documents.
- Maintain records of EGLE, WRD, and TRU and HSFMU procedures.
- Process all incoming and outgoing mail each day and distribute public notices, project applications, notices of public hearings, and correct return letters within the statutory time requirements.
- Copy, scan, and fax material when requested.
- Maintain files according to the WRD's Records Retention Schedule; this includes files maintained within the TRU and HSFMU and files sent to the Records Center.
- Prepare informational mailings.
- Schedule meetings and make travel arrangements, including scheduling conference rooms, setting up video conferencing equipment when needed, working with external vendors, and assembling meeting materials as requested.
- Coordinate and manage Freedom of Information Act (FOIA) requests for the TRU and HSFMU in accordance with EGLE FOIA Policy No. 01-006, including applying FOIA exemptions and redactions as required
- Provide information in response to customer inquiries received via phone, email, mail, and in person.
- Order office supplies and equipment with supervisor's approval.
- Take meeting minutes when required.
- Maintain and improve knowledge of EGLE's Correspondence Guidelines.
- Attend WRD meetings when required.
- Keep up to date on WRD and EGLE clerical and office procedures and processes.

Duty 2

General Summary of Duty 2 % of Time 15

Provide backup assistance to other workgroups within the WRD.

Individual tasks related to the duty.

- Provide backup assistance to other clerical staff in the FOESS and FOSS as needed due to absences or workload issues.
- Sort incoming mail and prepare the WRD outgoing mail on a rotating schedule with other clerical staff in the WRD.
- Answer the WRD's main telephone line on a rotating schedule with other clerical staff in the WRD.

Duty 3

General Summary of Duty 3

% of Time 10

Other duties as assigned.

Individual tasks related to the duty.

Various activities assigned by the supervisor based on section and division needs.

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

Decisions related to secretarial responsibilities are made independently based on experience and knowledge of program, division, and department policies and procedures.

Workload priorities of assignments from staff and other miscellaneous duties. The ability to prioritize and make decisions independently helps the division function to its fullest potential. Time is saved by not having to check with supervisor and/or staff.

Independent decisions are also made daily by disseminating mail and information to staff. Time is lost and deadlines are not met if mail and/or information are not given to the proper person and/or division.

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

Decisions that are technical, controversial, or political. Decisions where existing policy or program direction is not clear. First time situations where there has been no experience in that given assignment area. Unresolved issues with staff or the public. Conflicts in workload demands. Emergency situations.

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.

All duties are done in a typical office environment working at a computer, answering the telephone, and using other office equipment (copier, scanner, fax, etc.). Occasional lifting of light boxes.

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?

Use secretarial principles and practices to provide administrative support to the TRU and HSFMU. Provide general services to the public on the telephone. Typing, proofreading ability, knowledge of word processing programs, and offices machines are essential abilities.

The following competencies have been identified as essential: contributing to team success, interpersonal skills, job knowledge/experience, managing work, quality orientation, and stress tolerance.

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

NEW POSITION

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

The TRU processes permit applications for the Water Resources Division. Permit applications are received from state, local, and municipal transportation agencies and provide environmental compliance assistance.

The HSFMU processes Low and High Flow Discharge requests, subdivision preliminary plat applications as well as work related to coordination and auditing National Flood Insurance Program (NFIP) participating communities. In addition, HSFMU provides technical support to other WRD units.

This position is responsible for providing secretarial support to management and staff in the TRU and HSFMU and ensuring the smooth and efficient operation of both units.

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

EDUCATION:

Education is typically acquired through completion of high school.

EXPERIENCE:

Secretary 7

Two years of office experience involving administrative support practices, including one year equivalent to 6-level administrative support experience.

Secretary E8

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Administrative support skills, knowledge of office machines, ability to operate word processing equipment and software programs. Ability to work under pressure due to backlogs. Ability to work with other staff and the general public in a courteous manner is essential.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

Criminal History Background Check is required.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

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