

**State of Michigan
Civil Service Commission**

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

Position Code

1. SECRTYEO59R

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 MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) HIV & STI PROGRAMS
4. Civil Service Position Code Description Secretary-E	10. Division CLIENT & PARTNER SERVICES
5. Working Title (What the agency calls the position) CONTINUUM OF CARE UNIT SECRETARY	11. Section HIV CARE SECTION
6. Name and Position Code Description of Direct Supervisor STEWART, GABRIELL; UNIT MANAGER-3 14	12. Unit CONTINUUM OF CARE
7. Name and Position Code Description of Second Level Supervisor LUKOMSKI, DAWN; STATE ADMINISTRATIVE MANAGER-15	13. Work Location (City and Address)/Hours of Work

14. General Summary of Function/Purpose of Position

This position serves as the Administrative Assistant to the Manager of the HIV Continuum of Care (COC) Unit and the Return to Care Unit. This position will coordinate office activities and perform a wide variety of secretarial duties and administrative support for the Managers and staff of the both Units including: answering phones, preparing, maintaining and distributing documents, office records, reports and correspondences; and procuring goods and services required by the Unit. This position requires proficient skills in Microsoft Office applications as well as excellent grammar and proofreading skills.

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: 45

Provide administrative support for the Unit coordinating office activities.

Individual tasks related to the duty:

- Serve as liaison between Unit Managers and Unit staff, including contract employees. Transmits information, instructions and assignments.
- Keep informed of office details and operations, advise Supervisors of issues and concerns, makes recommendations for procedural changes as needed.
- Monitor duties and assignments of the Unit to support timely completion of assignments as required.
- Handle and/or direct mail, telephone calls, emails and faxes for the Unit; work with Section Secretary to schedule meetings and make logistical arrangements using electronic software.
- Attend and record meeting minutes for various meetings (workgroups, staff meetings, etc.).
- Establish and maintain office files, logs, spreadsheets and other records in connection with various programs/teams in the Units.
- Make copies; file applications/correspondence/reports for the Units; assist with records retention.
- Provide support to the Bureau Section IT Liaison as needed.

Duty 2

General Summary:

Percentage: 35

Prepare, maintain and distribute documents.

Individual tasks related to the duty:

- Operate standard office equipment including personal computer to prepare and produce documents, presentations, reports and department/state government forms using Microsoft Word, PowerPoint, Excel spreadsheet, Access database software and Outlook.
- Proofread and edit documents for grammar, spelling, punctuation, format, completeness and content.
- Review, format and finalize various formal documents for mailing.
- Compose and edit correspondence to a variety of audiences, including MDCH staff, sub-recipients, clients, and external partners.
- Establish and maintain office files, logs, records and confidential records and reports.

Duty 3

General Summary:

Percentage: 15

Arrange for goods and services required by the Unit to carry out its functions and duties.

Individual tasks related to the duty:

- Schedule and arrange meetings and Units staff travel.
- Determine needs, monitor use of office supplies and work with Section Secretary to place orders as needed.
- Schedule conference rooms, arrange for printing & duplication of materials.
- Trouble-shoot office equipment and scheduling appointments for service.
- Maintain program website, including uploading files and documents.
- Prepare and review travel and payment vouchers.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Assist Section and Bureau staff on major projects and/or admin support.
- Provide support coverage for Bureau as needed.
- Attend and participate in Unit, Section and Bureau staff meetings and trainings.

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

Independently resolves and responds to information and project inquiries. Monitors assignments to ensure deadlines are met. Prioritize assignments. Edit, proof-read and distribute prepared materials. Schedule conferences, meetings, appointments and travel. Those affected by decisions include program and management staff, local program partner agencies and the general public.

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

Addressing issues that cannot be related to policy or procedures, when instructions are unclear and when there are conflicting deadlines.

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.

- Strong organizational skills to manage multiple assignments and tasks at one time
- Considerable time working with office equipment (computer, fax and printer)
- Occasional physical activities: stooping, lifting and carrying.
- Occasional in-state travel to attend trainings or meetings.

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):

- | | |
|---|--|
| <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. |

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?

This position provides a wide variety of secretarial and administrative support to the Unit Managers and staff including preparation and distribution of documents and the arrangement of goods and services to carry out its functions and duties.

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

This is a new position.

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

The HIV Care and Prevention Section is a complex Section responsible for receipt, distribution and fiscal management of approximately 60 million dollars in HRSA funding. Section is responsible for adhering to regulations of the federal Ryan White Legislative Act to develop programs that improve the health outcomes of individuals in Michigan living with HIV. This position provides administrative support to the Managers and staff of those programs and projects.

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 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:

General knowledge of department policies and procedures with respect to overall functions of operations. Expert level word processing skills and intermediate level presentation, spreadsheet and data management application skills. Proficient in Microsoft Office applications as well as excellent grammar and proofreading skills. Able to occasionally travel to off-site, in-state meeting locations.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid Michigan driver's license and a good driving record.

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.

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

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