

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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Construction Codes
4. Civil Service Position Code Description Departmental Specialist-3	10. Division
5. Working Title (What the agency calls the position) Administrative Assistant to the Bureau Director	11. Section
6. Name and Position Code Description of Direct Supervisor BRISBO, ANDREW; SENIOR MANAGEMENT EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor PENDLETON, COURTNEY C; CHIEF DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work / 611 W. Ottawa Street, Lansing, MI 48933 M-F

14. General Summary of Function/Purpose of Position

This position functions as the Administrative Assistant to the Bureau Director. This position predominately and essentially functions to advise and assist the bureau executive team in all areas for which they are responsible. This position reports directly to the Bureau Director in a staff capacity and is typically involved in program planning, policy and procedures development, legislative issues, budget, coordination of agency reporting, records retention, interagency agreements and contracts, human resources, and otherwise assisting in all areas of the directors' responsibilities. This position will represent the Bureau Director at meetings with internal staff and outside organizations.

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: 60

Administrative Assistant to the Bureau Director.

Individual tasks related to the duty:

- Advises and assists the executive team in all areas of responsibility.
- Assists in program planning, policy, and procedural development.
- Provides legislative, budget, and metric tracking and analysis.
- Provides the executive team's views, input and directives to supervisors within the agency in order to provide direction to those supervisors on agency actions.
- Ensures executive team's views are communicated in a timely and appropriate manner with management.
- Analyze, evaluate, and make recommendations to the executive team on staffing for each program area.
- Represents the executive team in meetings with other agencies, organizations and internal staff.
- Coordinates and facilitates the leadership team's calendars, makes travel arrangements, and processes requests for travel expense reimbursement.
- Provide periodic reports on website updates, action plans, accomplishments, budget, staffing, legislative, training, and enforcement action.
- Advise executive team of high-profile issues that require the executive office, media office, policy office, and/or legal counsel to be notified.

Duty 2

General Summary:

Percentage: 30

Assist the Bureau Director with the development and implementation of the overall operational activities of the bureau, including legislation tracking and analysis, budget processes, interagency agreements, and contracts.

Individual tasks related to the duty:

- Serve as an expert on policies and assist the Bureau Director in the review and implementation of policies and procedures impacting the agency.
- Analyzes information in order to prepare budgetary projections.
- Analyzes reports from agency divisions to determine program effectiveness and coordinates with bureau leadership in the creation and tracking of performance metrics.
- Maintains records, prepares reports and correspondence relating to the budget.
- Provides financial, analytical, and reporting support for budget.
- Summarizes data, compiles information, and prepares various annual reports.
- Research issues/past practices analyze any viable alternative strategies or recommendations.
- Prepare and provide cost analysis for any recommendations.
- Identifies and recommends enhancements and improvements based on budget findings.
- Analyze, evaluate, and make recommendations to the Director on staffing for each program area.
- Ensures Bureau Director's views are communicated in a timely and appropriate manner with management.
- Monitor records retention and review records retention schedules, policies, and procedures.

Duty 3

General Summary:

Percentage: 10

Carries out special projects as assigned by the Bureau Director that will support the goals of the bureau.

Individual tasks related to the duty:

- Conducts special projects with the Bureau staff and/or outside parties related to the bureau's goals and mission.
- Makes recommendations to the Bureau Director related to policy, procedures and guidelines related to the bureau.
- Organize and plan bureau staff training seminars or other special meetings.
- Prepare cost estimates and obtain necessary approvals.
- Make all planning arrangements, including lodging, conference room and equipment needs, menu planning, etc., with appropriate facility.
- Other duties as assigned.

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

Independent decisions include work priorities, implementation of program policies and procedures, hiring and recruiting decisions.

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

Decision of major program, budgetary or policy-setting impact. Politically sensitive or controversial issues.

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.

Work generally completed in an office setting.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | 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?

Administrative support for the bureau leadership; involvement in program planning, policy and procedures development, legislative issue tracking, budget preparation and tracking; and coordination of agency reporting, records retention, and interagency agreements and contracts.

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

New position

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

The Bureau of Construction Codes is responsible for fulfilling the statutory mandates in the Skilled Trades Regulation Act, PA 407 of 2016, the Stille-Derossett-Hale Single State Construction Code Act, PA 230 of 1972, the Construction of School Buildings Act, PA 306 of 1937, the Elevator Safety Board Act, PA 227 of 1967, the Carnival-Amusement Safety Act of 1966, PA 225 of 1966, the Ski Area Safety Act of 1962, PA 199 of 1962, and the Mobile Home Commission Act, PA 96 of 1987, and any other statutes or rules applicable to the Bureau. This position will assist the Bureau Director in all areas of responsibility and also serves as the personnel liaison to ensure that all areas of recruiting are completed timely and efficiently.

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

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of the need, preparation, and use of reports.

Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

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.

AMANDA SATKOWSKI

1/2/2025

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