

**State of Michigan
Civil Service Commission**

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

Position Code

1. SECRTRYE

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 ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Secretary-E	10. Division Remediation and Redevelopment
5. Working Title (What the agency calls the position) Secretary 7-E8	11. Section Superfund Section
6. Name and Position Code Description of Direct Supervisor BRIGGS, KALAN M; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor MOSHER, JOSHUA M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 525 W. Allegan St. Lansing, MI / Monday - Friday, 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

Reviews and edits correspondence and reports and provides other administrative support for staff in the Superfund Section. Provides administrative support for other units within the Superfund Section as well as backup for the Section Secretary as needed. This position requires self-initiative and independence; must be able to work under pressure of deadlines. This position also conducts scanning and uploading of section file information into the division's electronic file database. This includes performing the necessary tasks to convert paper and electronic files to the proper electronic document format for input into the Electronic Document Management (EDM) system. This position also acts as the back-up Freedom of Information Act (FOIA) liaison in the section responsible for fulfilling FOIA requests that come to the section by providing information retrieved from electronic files.

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

Provide secretarial and administrative support to section staff. Provide backup secretarial and administrative support to other professional staff in the section as needed.

Individual tasks related to the duty:

1. Reviews, edits, and composes letters, memos, and other correspondence; ensures consistency with the EGLE Correspondence Guidelines.
2. Schedules meetings and reserves conference rooms.
3. Reviews incoming correspondence and reports, identifies and processes those which can be handled personally, and forwards the remaining documents to supervisor and staff. Screens each document and logs necessary documents in a tracking database.
4. Responsible for scheduling meetings, training sessions, and making all travel arrangements (accommodations, travel mode, registrations, etc.) for the staff, as needed.
5. Screens incoming calls from the general public and other federal and state agencies to determine proper referral.
6. Maintains a general working knowledge of programs administered by divisions within the EGLE.
7. Processes and distributes mail.
8. Help organize, implement, and track section initiatives, as assigned.
9. Assists in creating and revising forms, proposes procedures, formats, and standards for office documents.
10. Serves as back-up to the Section Secretary to ensure smooth operation of section in their absence.

Duty 2

General Summary:

Percentage: 30

Coordinate EDM processes within the section and in conjunction with division IMS staff.

Individual tasks related to the duty:

1. Scan documents and enter documents and document information into Content Manager (EDM system). Retrieve documents from the EDM system.
2. Provide support to the Superfund electronic document management efforts. Attend and participate in the Superfund Section electronic data management meetings.
3. Support coordination of section EDM activities internally and in conjunction with division IMS staff
4. Develop EDM process procedures for the section to comply with division EDM requirements.
5. Supporting the training of section staff on EDM processes and procedures. Create, update, and utilize reference materials for training section staff.
6. Conduct quality review of EDM work being completed by section staff

Duty 3

General Summary:

Percentage: 5

Respond to inquiries made by the public through FOIA or staff by providing information retrieved from electronic files.

Individual tasks related to the duty:

1. Act as the back-up point of contact for all FOIA work within the section and work closely with the division FOIA Coordinator, section FOIA Liaison, and section management on all FOIA issues.
2. Coordinate FOIA activities in the section, by acting as lead in the absence of the FOIA Liaison, for fulfilling FOIA requests through the GovQA system.
3. Disseminate FOIA requests information by directing staff to locate requested program information and coordinate file searches and uploading the information into the GovQA system through management of hard copy and electronic files.
4. Operate computer terminal to transmit data to or receive data from computer.
5. Coordinate FOIA requests through utilizing the section's EDM system.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

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

Correcting grammatical and punctuation errors and determining proper format for correspondence, reports, etc. Determine administrative support priorities and explain work instructions to others. Provide information concerning status of priority action items, management procedures, assignments, etc. Day-to-day operations and prioritizing of workflow.

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

The following types of decisions require supervisor review: any decisions with legal implications; decisions dealing with issues with potentially serious consequences; decisions related to personnel matters; decisions related to settling policies or procedures for the Superfund Section; and certain requests for information from news media and/or legislators.

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.

Frequent sitting and typing, occasional standing, walking, and reaching. Limited lifting. All take place in general office conditions.

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?

As described above, provide administrative, secretarial, and management assistance support for the Superfund Section. It is essential that the person in this position be able to work independently and be familiar with section, division and departmental programs, policies, and procedures.

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

New establishment.

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

The function of the work area is to conduct the investigation and remedial action activities necessary for remediation of National Priorities List sites or other sites in the Superfund program. The work area also provides the necessary administrative functions for the section, such as federal grant acquisition and management, Superfund State Contract establishment and tracking, budget tracking, invoice processing, office supply acquisition and management, etc. This position provides administrative support to the entirety of the Superfund Section and to others as needed. Having this position report directly to the overall manager ensures a more balanced and coordinated approach. The manager has a comprehensive view of all 4 units, allowing him to prioritize tasks, allocate resources effectively, and address competing needs without bias. This structure promotes clearer communication, more consistent decision-making, and alignment with broader organizational goals, ultimately leading to smoother operations across all units.

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:

Must be an accurate typist and have extensive English and grammar skills; be able to communicate effectively, both verbally and in writing; and have working knowledge of both word processing and spreadsheet programs. Must be able to follow verbal instruction and function independently. Must possess some knowledge of organization, work flow, staffing, forms, and procedures.

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.

LAUREN FELDPAUSCH

Appointing Authority

3/11/2025

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