

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. SECRTYAO62R
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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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description SECRETARY-A	10. Division Division of Educator, Student, and School Supports (DESSS)
5. Working Title (What the agency calls the position) Secretary 9	11. Section Office of Systems, Evaluation, and Technology
6. Name and Position Code Description of Direct Supervisor LOVELESS, GINA; EDUCATION CONSLTNT MGR-5	12. Unit Educational Technology
7. Name and Position Code Description of Second Level Supervisor FINKBEINER, DREW L; STATE ADMINISTRATIVE MANAGER-2	13. Work Location (City and Address)/Hours of Work 608 W. Allegan Lansing Michigan (John Hannah Building) / Monday-Friday, 8-5

14. General Summary of Function/Purpose of Position

This position functions as a management assistant providing advanced secretarial support to the manager and staff of the Educational Technology Unit and the Office of Systems, Evaluation and Technology (OSET). This position has significant responsibility in such areas as interpreting policies and procedures, including the interpretation of the manager's point of view; serves as liaison to staff and higher-level management; and can apply the mission of the unit and office to the performance of a full range of advanced secretarial activities. The duties of the position include a variety of technology-based assignments, such as Microsoft 365 and Google Workspace applications, SharePoint, One Drive, and website maintenance. Duties also include handling correspondence, maintaining files, establishing meeting dates and sites, setting up virtual meetings, scheduling meetings for all OSET leadership, making travel arrangements, handling phone calls, and performing other related duties for assigned staff. In addition to secretarial duties, other responsibilities include that of service area timekeeper, the coordination of office workflow, administrative support functions, organization of service area procedures, the tracking and follow-up of activities for the unit, and responsibility for records and equipment inventory and maintenance. The position performs a full range of advanced level secretarial/administrative assistant and related duties using considerable independent judgment in making decisions and coordinating activities for the unit.

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: 50

Provide advanced level secretarial support to the manager of the Educational Technology Unit and OSET by organizing and communicating vision, goals, and objectives of the unit, while handling requests for information from the OSET Director, Office of the Superintendent, and others. This may include handling confidential information.

Individual tasks related to the duty:

- Organize and prioritize tasks, documents, and requests by keeping a weekly list of important action items.
- Keep manager apprised of status to meet deadlines and advise of any concerns or problems.
- Compose letters, format documents, and edit correspondence related to issues for the Educational Technology Unit and OSET.
- Research, compile, assimilate, and prepare documents and/or backup documentation with which to brief the Director, including some which are highly sensitive and confidential.
- Proofread, edit, and process all letters, memoranda, forms, and documents referred to the Manager for signature.
- Assist in communications for Manager and other unit staff in support of OSET work with statewide educational agencies relating to grants, projects, guidelines, and standards.
- Maintain OSET webpages by making webpage updates as needed and assist in creating accessible documents that are compliant with the Americans with Disabilities Act standards.
- Log and track all incoming requests from and document responses to the OSET Director.
- As liaison between the OSET Director, Manager, and unit staff, transmit directives, instructions, and assignments, and follow up on status of assignments.
- Attend meetings as required with other MDE administrative support staff to stay connected with best practices and process improvements across MDE.
- Maintain Manager's files for retrieval of action.
- Ensure office activities and correspondence conforms with Department and/or State Board policies and procedures and ensure correctness of spelling, grammar, punctuation, format, etc.
- Receive, screen, and handle telephone, visitor, and written inquiries or refer to appropriate staff in the service area or Department,
- Answer inquiries of the Department's policies and procedures, program units, service area, and department.
- Serve as central point of contact for unit to transmit information and follow-up on assignments, requests, timelines, and deadlines.
- ASsist OSET Electronic Grant System Team by processing system security forms as needed.

Duty 2

General Summary:

Percentage: 30

Oversee and perform other functions necessary for the day-to-day operation of the unit and service area including arrange meetings and travel, coordinate activities, and maintain accurate calendars in support of the manager and staff of the Educational Technology Unit and OSET.

Individual tasks related to the duty:

- Maintain the calendars of the manager and unit to accurately reflect meetings, appointments, presentations, and other scheduled items, and provide regular status updates to Manager on schedule and staff itineraries.
- Coordinate meeting arrangements for Manager and unit staff on issues pertaining to educational technology and OSET.
- Organize and attend service area meetings and retreats, taking notes and following up on assignments as needed.
- Assist with research and materials for meetings.
- Compose, format, edit, and prepare correspondence related to meetings and coordination of schedules.
- Schedule appointments and meetings for manager including commitments for approved conferences, presentations, etc.
- Assist OSET Electronic Grant System Team by scheduling requirements meetings.
- Update Manager on status of issues before meetings.
- Coordinate Manager travel itineraries, process travel arrangements, and voucher requests for reimbursement and make arrangements for meetings and in services and other related details.
- Communicate with staff the manager's calendar and OSET Director's calendar to ensure timeliness in meeting deadlines.
- Perform home unit preview and audit of timesheets for Manager's approval.
- Maintain inventory of office equipment, including computers, perform routine maintenance, assess operation and services, provide training, and provide input for replacement or continuous improvement.
- Complete OSET technology equipment and software requests, monitor equipment upgrades and warranties, and ensure all in-use OSET equipment is compliant with the Michigan Department of Technology, Management, and Budget (DTMB) standards.
- Enter procurement requisitions, vouchers, and other items deemed appropriate on the state's SIGMA systems as needed.
- Assist the Educational Technology Unit by generating Grant Award Notifications (GANs) and submitting award payments through the state's grant and SIGMA systems as needed.
- Submit and monitor all office supply order requests.

Assist OSET with onboarding activities for new employees.

Duty 3

General Summary:

Percentage: 15

Assist the Manager in building and maintaining esprit de corps as a unit and as part of OSET and Division of Educator, Students, and School Supports through scheduled activities, recognition, communication, etc.

Individual tasks related to the duty:

- Work in support of Manager to ensure that new unit team member's strengths are assessed and documented.
- Assist Manager in identifying opportunities for individual team members to contribute with their personal strengths.
- Schedule and arrange frequent unit staff meetings to build unit coordination, planning, and esprit de corps.
- Participate in Department efforts to create efficiencies, workflow automation, and reduction in paperwork.

Duty 4

General Summary:

Percentage: 5

Other Duties as assigned

Individual tasks related to the duty:

- Assist the supervisor and manager of the unit in other duties as issues arise.
- 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.

This person makes independent decisions on how to handle incoming phone inquiries/requests and how to route correspondence. This position utilizes considerable independent decision making and problem-solving skills. This person will format documents and reports, establish priority of tasks, follow up on unfinished projects and tasks, and exercise significant knowledge of unit, office and department operations and priorities. Also, working independently with limited guidance from supervisor and using discretion in interpreting and applying instructions, as well as sound judgment in administrative assistant duties. Must work effectively, efficiently, and accurately to ensure timelines are met.

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

Unusual or unclear requests or situations are reviewed with the supervisor.

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.

This position requires standing, walking, and extensive sitting and computer use; bending is required for filing purposes. Average lifting of materials is possible. Some travel may be required.

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):

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| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 functions as a management assistant providing advanced secretarial support to the manager and staff of the Educational Technology Unit and the Office of Systems, Evaluation and Technology (OSET). This position has significant responsibility in such areas as interpreting policies and procedures, including the interpretation of the manager's point of view; serves as liaison to staff and higher-level management; and can apply the mission of the unit and office to the performance of a full range of advanced secretarial activities. The duties of the position include a variety of technology-based assignments, such as Microsoft 365 and Google Workspace applications, SharePoint, One Drive, and website maintenance. Duties also include handling correspondence, maintaining files, establishing meeting dates and sites, setting up virtual meetings, scheduling meetings for all OSET leadership, making travel arrangements, handling phone calls, and performing other related duties for assigned staff. In addition to secretarial duties, other responsibilities include that of service area timekeeper, the coordination of office workflow, administrative support functions, organization of service area procedures, the tracking and follow-up of activities for the unit, and responsibility for records and equipment inventory and maintenance. The position performs a full range of advanced level secretarial/administrative assistant and related duties using considerable independent judgment in making decisions and coordinating activities for the unit.

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

We have added detail to scheduling for all leadership in the work unit in general summary and Duty 1. We have adjusted to work flow of technology tracking and workflow in Duty 2.

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

The Educational Technology and Data Coordination unit administers the Technology-related grants that come through the department. The office supports LEAs with successful implementation of MDE's Strategic Education Plan goals. It represents the state in all matters relating to educational technology and serves as the key point of coordination with DTMB and Center for Educational Performance and Information (CEPI) for the collection of data and information technology issues relative to MDE Education Services areas. This position provides advanced secretarial support for the staff in the Educational Technology Unit, including document, data, scheduling, tracking, and purchasing support for this work.

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 9

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

An employee in this position must have organization and planning skills; the ability to work effectively in a team; the ability to analyze and solve problems; excellent communications skills, including oral, written, and listening skills, the ability to provide constructive feedback, interpersonal and small group communication skills; telecommunication skills (telephone etiquette, set up conference calls); and technology skills including the use of unit, office and department software.

- Knowledge of office practices, procedures, and computer software programs.
- Knowledge of correct English usage, spelling, and punctuation.
- Knowledge of the organization and composition of business letters, minutes, reports, etc.
- Knowledge of the techniques of receiving calls, making appointments, giving information.
- Ability to organize, plan, and determine work priorities.
- Ability to maintain office records including filing.
- Ability to take notes as necessary and prepare minutes of meetings as appropriate.
- Ability to work effectively in a team.
- Ability to analyze and solve problems.
- Ability to communicate effectively (excellent communication skills, including oral, written, and listening skills).
- Ability to use diplomacy and discretion in giving out information and in referring and directing callers and visitors.
- Basic telecommunication skills (telephone etiquette, set up conference calls).
- Basic technology skills (word processing, database, email).

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

TASHA HARPER

Appointing Authority

7/21/2026

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
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