

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 Business, Health, and Library Services
5. Working Title (What the agency calls the position) Secretary	11. Section Office of Health and Safety
6. Name and Position Code Description of Direct Supervisor WASSMANN, AMY; EDUCATION CONSLTNT MGR-5	12. Unit School Health and Safety Programs
7. Name and Position Code Description of Second Level Supervisor ALANIZ, AIMEE M; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 608 W. Allegan Street, Lansing, MI 48933 / 8:00 a.m. – 5:00 p.m. (Monday-Friday), hybrid

14. General Summary of Function/Purpose of Position

Responsible for functioning as a management assistant performing advanced secretarial support to the program supervisor and program staff. All communications and assignments related to the Safe and Supportive Schools Unit are coordinated through this secretarial position. This includes, but is not limited to, preparing materials for supervisor review; assisting staff with travel accommodations, timesheets, and conference registrations; monitor projects and support staff in meeting deadlines; proof and edit all correspondence coming out of the Safe and Supportive Schools Unit; coordinate the State Continuing Education Clock Hours (SCECH) for the unit; process and log procurement card purchases and track receivables; support staff in ensuring documents are ADA compliant; maintaining the Safe and Supportive Schools unit website.

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

Responsible for functioning as a management assistant performing advanced secretarial support to safe and supportive schools supervisor, manager, and program staff.

Individual tasks related to the duty:

- Assist supervisor in communicating assignments, projects, and directions to staff.
- Monitor assignments/projects due dates, following up to assure due dates are met.
- Manage supervisor's calendar, schedule appointments, meetings, and conferences.
- Arrange meetings and conferences; this includes contacting individuals who are attending, arranging meeting sites, preparing agendas and compiling necessary materials for meetings.
- Arrange for travel and accommodations for supervisor and staff, including processing out of state travel requests.
- Prepare, enter, and submit travel expense reimbursement for supervisor, manager, and staff.
- Assist with creating and revising office forms and propose procedures and standards for office correspondence.
- Make recommendations to improve efficiency of office operations and coordinate and make recommendations for supplies/computers/software.
- Answer calls and emails for program and respond to inquiries based on knowledge of policies, procedures, and supervisor's viewpoint.
- Compose and edit correspondence prior to signature related to the Safe and Supportive Schools Unit based on knowledge of the area, the department, and the supervisor's point of view.
- Prepare, proof, and edit all correspondence for the School Health and Safety Unit.
- Handle all correspondence addressed to the program by handling personally or forwarding to appropriate staff member.

Duty 2

General Summary:

Percentage: 45

Provide management assistance to the Safe and Supportive Schools supervisor and manager.

Individual tasks related to the duty:

- Serve as liaison for supervisor with unit and department staff, State Board of Education Office, other state agency partners, public and nonpublic school officials, legislators, etc.
- Coordinate and verify policy and procedure is followed regarding State Board of Education items, bill analysis, log letters, travel spreadsheet, computer inventory, federal time study sheets, Unit time and attendance, etc.
- Prepare, proof, and edit all State Board of Education items and bill analysis.
- Prepare correspondence for the state superintendent, director, and supervisor's signature.
- Work with other MDE units and other state and local agencies on joint projects.
- Independently respond to requests for information, following department policies and procedures.
- Process Safe and Supportive Schools Unit invoices in Statewide Integrated Governmental Management Applications (SIGMA) and route accordingly.
- Process and log procurement card purchases and track receivables.
- Submit and approve time and expense reimbursements in SIGMA Time, Expense, Labor, and Leave (TELL) system for unit staff and contractors.
- State Continuing Education Clock Hours (SCECH) coordination for the Safe and Supportive Schools Unit.
- Establish, organize, and maintain program correspondence files; prepare records for storage and retrieve when necessary.
- Maintain program correspondence files archive and disposal schedule.
- Maintain copy machine print counts, order parts and services.

Duty 3

General Summary:

Percentage: 10

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.

This position utilizes considerable independent decision-making and problem-solving skills and sound judgment in administrative assistant duties; prioritization of tasks and extensive knowledge of office and department operations and priorities are critical to such decisions. Must be comfortable working independently with limited guidance from supervisor and using discretion in interpreting and applying instruction. Must work effectively, efficiently and accurately to ensure timelines are met. Must be able to compile and organize grant related activities for project consultants, format documents and reports, and follow up on unfinished projects and tasks. Must possess strong communication, writing, and editing skills.

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

Supervisor's guidance is sought when issues arise that are technical and highly sensitive in nature.

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.

Office environment; majority of time spent sitting with occasional standing, bending, lifting (under 20 lbs).

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):

- | | |
|---|--|
| ☐ 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?

Responsible for functioning as a management assistant performing advanced secretarial support to the program supervisor and program staff. All communications and assignments related to the Safe and Supportive Schools Unit are coordinated through this secretarial position. This includes, but is not limited to, preparing materials for supervisor review; assisting staff with travel accommodations, timesheets, and conference registrations; monitor projects and support staff in meeting deadlines; proof and edit all correspondence coming out of the Safe and Supportive Schools Unit; coordinate the State Continuing Education Clock Hours (SCECH) for the unit; process and log procurement card purchases and track receivables; support staff in ensuring documents are ADA compliant; maintaining the Safe and Supportive Schools unit website.

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

The office and unit have changed names since the last review and the direct supervisor and next higher supervisor have changed as well. In addition, due to the age of the current position description, the proposed position description has been updated to include additional tasks that are relevant to what the position is currently doing.

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

This work area provides assistance to local and intermediate school districts in eliminating health and safety barriers to learning through curriculum and resource development, training, and professional development. This position provides supervisory leadership and management in the areas of health, nutrition, safe schools, school climate, HIV/sexual health and physical education/activity, social emotional learning, mental health with special emphasis on the federal funding and grant activities from the CDC and USED. This position provides advanced secretarial and management assistant support to the program supervisor and other program staff.

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:

- Ability to handle confidential matters
- Ability to work effectively in a team and independently
- Excellent communication skills, including: oral, written, and listening skills, ability to provide constructive feedback, interpersonal and small group communication skills, facilitation skills
- Basic technology skills (word processing, database, e-mail)
- Basic telecommunication skills (telephone etiquette, set-up conference calls)

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.

TASHA HARPER

Appointing Authority

9/9/2026

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.

MEEGHAN PETERSON

Employee

Date