

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

Position Code 1. SECRTYEL83R

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) Health and Wellness
4. Civil Service Position Code Description Secretary-E	10. Division Chronic Disease and Injury Prevention
5. Working Title (What the agency calls the position) Diabetes and Kidney Unit Secretary	11. Section Diabetes and Other Chronic Diseases Section
6. Name and Position Code Description of Direct Supervisor GUSTAFSON, TAMAH L; PUBLIC HEALTH CONSLTNT MGR-2	12. Unit Diabetes and Kidney Unit
7. Name and Position Code Description of Second Level Supervisor NEELY, LAUREN M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 320 S. Walnut, Lansing, MI. / 8-5

14. General Summary of Function/Purpose of Position
Serve as Secretary for the Diabetes and Kidney Unit (DKU) manager and staff including nurse consultants, public health consultants, statisticians and outside contractor staff. This unit contains a vast array of complex, statewide initiatives and projects intended to prevent and/or reduce the burden of diabetes and kidney disease among Michigan citizens. This position will provide the secretarial support needed to maintain all the unit projects and implement new programs as they are developed and initiated. This position ensures effective operation for the unit, including a work environment that promotes dignity, respect and fairness.

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: 40

Provides secretarial support to the staff of the Diabetes and Kidney Unit.

Individual tasks related to the duty:

- Composes letters and memoranda from verbal or written instructions.
- Types reports containing scientific and technical material, numerical data, tabular information charts, graphic representations and forms needed to support the work of the unit manager, unit staff, outside contractors, advisory committee activities and grant management requirements.
- Corrects and formats documents for distribution to health care providers, professional staff, diabetes and kidney organizations, agencies and the federal government.
- Proofreads, formats and sends documents to professional staff, advisory committee members and grantees.
- Receives and fills requests for secretarial assistance.
- Assembles required materials to complete tasks.
- Organizes and prioritizes multiple work assignments.
- Determines appropriate action to be taken to complete assignments.
- Receives and answers questions concerning the correct interpretation of specific work instructions or guidelines.

Duty 2

General Summary:

Percentage: 30

Coordinates and facilitates communications among and between unit staff, MPH staff, other section staff, outside contractors, other division personnel, other governmental employees, private sector partners, contractors, advisors and other outside contacts.

Individual tasks related to the duty:

- Coordinates and maintains unit files, logs, indexes and other required and necessary records.
- Receives telephone calls and interviews callers.
- Receives, forwards and/or responds to e-mail requests for information and materials.
- Provides information or refers callers to appropriate staff members.
- Answers inquiries requiring a knowledge of procedures, policies, program and supervisor's viewpoint and responds in a timely manner.
- Schedules, prepares and mails meeting materials, and records proceedings of meetings; coordinates and communicates schedules and work-related activities of professional staff.
- Maintains equitable, positive, strong, credible, professional relationships and always represents the best interest of MDHHS.
- Participates in professional development activities.

Duty 3

General Summary:

Percentage: 20

Oversees office management for the Diabetes and Kidney Unit staff.

Individual tasks related to the duty:

- Prepares orders for supplies, equipment and rapid copy.
- Staff liaison for the DKU teleconference conference invoices.
- Completes and submits out-of-state and in-state travel requests and audits time reports.
- Maintains log of contracts and projects managed by unit staff.
- Stocks and distributes supplies and arranges for disposal of equipment or supplies for the Unit.
- Assists other section personnel as necessary.
- Compiles and records files to be sent to record center for archiving.
- Assists with meeting planning/preparation and works with financial staff to process invoices.

Duty 4**General Summary:****Percentage: 10**

Assists section secretary with work in asthma, arthritis, disability health, long COVID, and other chronic disease programs.

Individual tasks related to the duty:

- Completes additional tasks/duties as assigned.
- Assists with IT issues as needed.
- Serve as a backup and/or trainer for other secretaries.

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

This employee is responsible for: 1) making meeting arrangements, setting up appointments, scheduling travel; 2) documenting and filing professional documents, reports, correspondence, and 3) coordinating and referring communications appropriately.

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

This person would seek the supervisor's review when prioritizing multiple competing assignments with similar deadlines, when clarification is needed regarding work requests, when unexpected barriers arise while completing a work assignment or interacting with the public.

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 person may need to move boxes of materials and office supplies within the section office area and often (2-3 times a month) must transport boxes of materials to and from meetings at sites throughout Michigan.

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.

NA

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?

Duties #1 to #4.

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

Section 6, the direct supervisor has been updated; this Secretary-E reports directly to the Diabetes and Kidney Unit manager.

Section 14, general summary, and Section 15 duty 2 and 4 were edited to add customer service and health equity responsibilities.

Sections 5, 8, 9, 11, and 13 were all updated to align with organizational changes.

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

The Diabetes and Kidney Disease Unit works toward a reduction in the onset and burden of diabetes and kidney disease in Michigan by preventing and delaying the onset of disease or preventing or reducing complications with an emphasis on Michigan's disparately affected population. The Unit coordinates statewide prevention and control efforts and leads the Section, Division and Department in efforts to design, develop and implement strategic partnerships and strategies to more effectively reduce the serious personal and financial costs of both diabetes and kidney disease in Michigan. This position provides secretarial support to all staff within this unit.

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

EDUCATION:

Education is typically acquired through completion of high school.

EXPERIENCE:

Secretary 7

Two years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one year equivalent to 6-level administrative support experience.

OR

Secretary E8

Three years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one year equivalent to experienced-level administrative support work or equivalent to a Secretary 7 or Legal Secretary 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of office practices, procedures, equipment; skills in meeting planning and logistics; correct English usage, spelling, grammar and punctuation; organization and maintenance of electronic and manual filing systems; organization, punctuation and composition of business letters, minutes, reports, charts, and numerical and tabular graphs; considerable skill in Word, Access, Excel, and PowerPoint. The ability to make favorable personal and telephone contacts using diplomacy, discretion and judgment in providing information and referring callers; exceptional ability to organize workload of self and facilitate organization of professional staff workloads, make secretarial decisions and take timely and appropriate actions; and to follow complex verbal or written instructions.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

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.

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

