State of Michigan
Civil Service Commission

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

Position Code
1. SECRTRYAB06R

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-A	**10. Division** Chronic Disease and Injury Control
5. Working Title (What the agency calls the position) Section Secretary	**11. Section** Cardiovascular Health, Nutrition and Physical Activity
6. Name and Position Code Description of Direct Supervisor QUARTERMUS, KRYSTAL; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor HINES, SOPHIA; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 320 S. Walnut Street, Elliott-Larsen., Lansing MI / Monday - Friday, 8am - 5pm

14. General Summary of Function/Purpose of Position

This advanced level Section Secretary position provides secretarial support and administrative assistance to the Cardiovascular Health, Nutrition and Physical Activity Section Manager and additional staff throughout the section. The purpose of this position is to also work together with the section manager as a team to ensure processes, protocols, programs, and policies are implemented efficiently and effectively for the section.

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:** **30**

Provides management assistance to the Manager of the Cardiovascular Health, Nutrition and Physical Activity Section.

Individual tasks related to the duty:

- Serves as liaison between section manager and section staff by communicating information, explaining and monitoring assignments, and scheduling meetings that may require reminders.
- Serves as the liaison between section manager and MDHHS administration, including Division, Bureau, Deputy, and Director's office for assignments.
- Assists the section manager in tracking assignments and deadlines.
- Services as a liaison for the section manager to other departmental personnel, outside agencies and the general public.
- Screens visitors and telephone calls and provides information to callers. Knowledge of cardiovascular health nutrition and physical activity functions, supervisor's point of view, as well as interpretation and application of policies and procedures is required.
- Schedules supervisor's calendar by making commitments for meetings, calls, including notifying involved parties using Outlook calendar software.
- Makes travel arrangements for the section manager and the section manager's direct reports.

Duty 2

General Summary: **Percentage:** **20**

Coordinates and facilitates communications among and between Cardiovascular Health, Nutrition and Physical Activity Section staff, external contractors, partners, state, local and federal agencies, including but not limited to the Centers for Disease Control and Prevention.

Individual tasks related to the duty:

- Coordinates and maintains electronic and hard copy section files, logs, indexes, and other required and necessary records.
- Receives, forwards and/or responds to email requests for information and materials.
- Provides information directly or refers callers to appropriate staff members.
- Answers inquiries requiring knowledge of procedures, policies, programs and supervisor's point of view.
- Responds timely to inquiries and request for information and forwards messages and inquiries as appropriate.
- Prepares section-level meeting materials, draft/final agenda and records meeting minutes.
- Proofreads, formats and revises documents for section manager and staff that report to section manager, including documents sent to internal and external agencies; local, state, federal organizations; and federal government grantors.

Duty 3

General Summary: **Percentage:** **20**

Provides secretarial support to the section manager. May also provide assistance and support to Heart Disease and Stroke Prevention and Physical Activity and Nutrition Unit Managers when unit manager's secretaries are not available.

Individual tasks related to the duty:

- Composes and edits correspondence. Prepares letters and memoranda from verbal and written instructions.
- Receives and fills requests for secretarial assistance.
- Assembles required materials to complete tasks.
- Organizes, prioritizes, and works on multiple work assignments to ensure deadlines are met.
- Processes information and applies critical thinking skills to improve section processes and procedures and seeks section manager's approvals appropriately. Reviews documents to ensure accuracy and compliance with Section, Division, Bureau and Agency policy and procedures.
- Serves as knowledgeable resource person to receive and answer questions concerning the correction interpretation of specific work instructions or guidelines.
- Coordinates and communicates schedules and work-related activities of professional staff.

Duty 4

General Summary: **Percentage:** **20**

Oversees office management for section manager and section staff.

Individual tasks related to the duty:

- Prepares orders for supplies, equipment, and printing, including stocking and distributing supplies.
- Prepares payment vouchers and assists staff with out-of-state travel and reimbursement requests, etc.
- Prepares section expenditure approval forms as appropriate and for section manager's approval, reviewing them for completeness and accuracy, as well as making sure paperwork flows in a timely fashion.
- Works with department financial specialist on completing expenditure approval forms.
- Maintains logs of contracts and grants managed by section staff.
- Maintains manager and section files.
- Maintain logs, files or binders to track computer inventory; staff's voluntary work schedule information; hire dates; etc.
- Handle computer equipment and software orders, including disposal requests.
- Assist other Division personnel as necessary.
- Compiles and records files to be sent to Record Center for archiving.
- Serves as mentor and provides training for Unit secretaries, as necessary.

Duty 5

General Summary: **Percentage:** **10**

Completes additional task/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 employee is responsible for: 1) making meeting arrangements, setting up appointments, scheduling travel; 2) documenting and filing professional journal articles, publications, reports, correspondence, and contracts; 3) coordinating and referring communications appropriately; 4) coordinating, tracking and logging assignments for the section manager.

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

This person would seek the supervisor's review when prioritizing and completing multiple assignments with similar deadlines; when clarification is needed regarding work requests; when unexpected barriers arise in the course of completing a work assignment; or interacting with the public, and when conflicts arise with staff interactions.

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) may transport boxes of materials to and from meetings at sites throughout Michigan. These activities would require handing of a cart.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

Duties 1-5.

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

The duties of this position currently include providing support to the section manager, as well as all of the consultants that directly report to the section manager. This position will also serve as a mentor to the Heart Disease and Stroke Prevention and Physical Activity and Nutrition secretaries.

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

The Cardiovascular Health, Nutrition and Physical Activity Section works toward achieving a heart-healthy and stroke-free Michigan. It also seeks to incorporate the positive lifestyle factors that prevent cardiovascular disease into other chronic disease prevention areas, such as diabetes, cancer, and arthritis. The person in this position will provide secretarial support to the section manager, staff and external partners.

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:

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, PowerPoint and MS Outlook. 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.

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.

None.

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