

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

Position Code 1. SEMA3A56N

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Executive
4. Civil Service Position Code Description SENIOR EXEC MGT ASST-3	10. Division Office of the Chief Operations Officer
5. Working Title (What the agency calls the position) Assistant to the Chief Operations Officer	11. Section
6. Name and Position Code Description of Direct Supervisor BRUNNER, GREGG D; SENIOR DEPUTY DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WIEFERICH, BRADLEY C; DIRECTOR	13. Work Location (City and Address)/Hours of Work 425 West Ottawa Street, Lansing, MI 48933 / M-F, 7:30am-4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

Serves as a key member of the senior management team supporting the Chief Operations Officer (COO) of the Department. Acts as a primary liaison between the COO, Director, department staff, the Governor's Office, governmental agencies, the legislature, industry partners, and the general public. Provides high-level administrative and executive support that requires a high degree of confidentiality, professionalism, and diplomacy. This role demands a broad understanding of the COO's priorities and the department's vision, mission, goals, and functions to ensure effective communication, coordination, and execution of departmental initiatives.

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: 65

Perform executive support activities for the Chief Operations Officer (COO).

Individual tasks related to the duty:

- Coordinate the COO's Outlook calendar, ensuring efficient scheduling of appointments, meetings, and conferences. Arrange meeting rooms, coordinate logistics, and assist in preparing related materials as needed.
- Organize and maintain the COO's OneNote files for ease of use and reference.
- Prepare meeting agendas, gather required materials, and ensure the COO is fully briefed on the status of issues and upcoming topics.
- Serve as a key liaison between the COO and internal and external partners, including Region Engineers, Bureau leadership, industry partners, Federal Highway Administration (FHWA)—Michigan Division, governmental agencies, and others. Communicate critical information, instructions, and assignments and monitor/follow-up on outstanding actions.
- Serve as the lead administrative professional for those supporting Highway Operations. Collaborate with statewide administrative professionals and Executive Bureau Senior Executive Management Assistants (SEMAs) to coordinate and facilitate the bi-annual MDOT Administrative Professionals' Conference.
- Review, proofread, edit, and process correspondence through MDOT's correspondence routing management (CRM) system to ensure accuracy, clarity, and consistency with department standards.
- Review internal requests requiring the COO approval (e.g., Out-of-State Travel, Memberships, Conferences, Air Transport, etc.) to ensure all information is complete, accurate, and compliant with department policies.
- Serve as a resource and mentor to administrative professionals, providing guidance and support as needed or requested.
- Assist the COO in maintaining positive and effective customer relationships through professional and timely communication.
- Manage and direct inquiries from contractors, suppliers, FHWA, and the public, ensuring they are handled appropriately or referred to the correct staff.

Duty 2

General Summary:

Percentage: 25

Provide executive support for conference and event planning.

Individual tasks related to the duty:

- Serve as a statewide resource for conference and event planning by coordinating logistics, supporting program development, and ensuring all materials, communications, and follow-up actions are completed accurately and on time.
- Take meeting notes, monitor e-mails, and ensure assigned and delegated tasks are completed timely.
- Coordinate and attend monthly Region/Bureau Management Team (RBMT) and other meetings as required, taking clear and accurate notes and transcribing them for distribution to appropriate team members.
- Monitor and follow up on assignments issued by the COO to staff, as well as projects and directives assigned to the COO by the Director, ensuring timely progress and completion.
- Review the COO's email inbox to ensure inquiries are addressed promptly, prioritizing items that require immediate attention and flagging issues for follow-up.
- Track and manage action items arising from meetings, conferences, and communications, ensuring delegated tasks are completed within expected timelines.
- Maintain organized digital and physical files related to conference planning, meeting documentation, and task assignments to support continuity and efficient workflow.
- Coordinate with administrative professionals across the region and statewide to ensure consistent information sharing, alignment on events, and smooth execution of major departmental initiatives.

Duty 3

General Summary:

Percentage: 10

Additional support (e.g., correspondence/reports, research/special projects, answering inquiries, etc.).

Individual tasks related to the duty:

- Read and screen all incoming correspondence and reports, evaluating their importance and determining which items can be handled independently and which should be directed to the appropriate staff or functional area for response or action.
- Conduct research and gather data for special projects or reports, synthesizing information and briefing the COO on key issues, developments, and items requiring attention.
- Draft, review, and refine correspondence prepared for the COO's signature. Review and edit materials that are often confidential, sensitive, or politically significant to ensure accuracy, clarity, and alignment with departmental priorities.
- Route urgent correspondence—verbal or written—in a timely manner to ensure prompt response, appropriate follow-up, and compliance with deadlines or directives.
- Respond to inquiries and address concerns using a strong understanding of the COO's perspectives, priorities, and expectations to ensure consistent and accurate communication.
- Manage SIGMA operations for the COO's office, including timekeeping, requisitions, purchase orders, and invoices.
- Coordinate statewide attendance and travel approval processes for the annual Mid America Association of State Transportation Officials (MAASTO) conference and American Association of State Highway and Transportation Officials (AASHTO) Management Institute Training.
- Perform additional duties as assigned to support the COO and the broader operations of the department.

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

Screen incoming calls and correspondence and answer directly or route to appropriate area, being sensitive of confidential, controversial, or politically sensitive information. Provide information to the department/bureau management using knowledge of COO's viewpoint. Those affected by the decisions made are the legislature, public, local public agencies, Michigan Department of Transportation (MDOT) management, industry partners, and internal staff.

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

Responses to final the course of action on complex, confidential, controversial, and political projects. Scheduling that may override supervisor's previous commitments.

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.

Typical duties associated with an office environment including, but not limited to, traversing various parts of the building, bending and stooping, extensive use of a computer, transporting materials/files weighing up to 15 pounds, etc. Position may require availability outside normal working hours based on operational needs.

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?

Serves as a key member of the senior management team supporting the COO of the Department. Acts as a primary liaison between the COO, Director, department staff, the Governor's Office, governmental agencies, the legislature, industry partners, and the general public. Provides high-level administrative and executive support that requires a high degree of confidentiality, professionalism, and diplomacy. This role demands a broad understanding of the COO's priorities and the department's vision, mission, goals, and functions to ensure effective communication, coordination, and execution of departmental initiatives.

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

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

MDOT provides active leadership and support for planning, designing, operating, and maintaining all aspects of a comprehensive integrated transportation system. The COO is responsible for coordinating the activities of the employees and assessing the effectiveness of overall programs and operations to accomplish that objective. This position serves as an assistant to the COO and provides administrative and executive support, which requires a high degree of confidentiality, professionalism, diplomacy, and a wide range of knowledge of the office and the department's vision, mission, goals, and functions.

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:

Senior Executive Management Assistant 13

Four years of administrative and executive support experience equivalent to a Senior Executive Management Assistant 9, Secretary 9, or Legal Secretary 9; three years equivalent to an Executive Secretary E10, Legal Secretary 10, or Secretary Supervisor 10; or, two years equivalent to a Senior Executive Management Assistant 11, Executive Secretary 11, or Secretary Supervisor 11.

Alternate Education and Experience

Senior Executive Management Assistant 9, Senior Executive Management Assistant 11, Senior Executive Management Assistant 13, 15

Possession of an associate's degree in applied arts and sciences in an executive secretarial science curriculum may be substituted for one year as a Secretary 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Recommend policies, procedures, and resolution based on evidence and knowledge of the COO's viewpoint.
- Establish and maintain effective relationships under varied conditions with public/private officials, and individuals at all levels of the organization.
- Use diplomacy, discretion, and sound judgement when providing guidance to staff and referring callers and correspondence.
- Provide timely responses to requests.

Considerable knowledge and experience in:

- Computer software packages (e.g., Microsoft Office Suite).

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is preferred.

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.

KELSEA COLE

9/11/2026

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