

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

EXECUTIVE OFFICE REPRESENTATIVE

JOB DESCRIPTION

Employees in this job perform professional staff assignments in the Governor's Executive Office and select positions in the Department of State and Department of Attorney General.

There is one classification in this job.

Position Code Title – Executive Office Representative

Executive Office Representative 12

This is the advanced level. Employees in this job perform professional staff assignments in program evaluation, governmental relations, and/or public relations for the Executive Office. The work is performed under general managerial or administrative supervision. The employee may assist in the training of other employees.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Reviews and evaluates agency program revision requests, and develops program alternatives.

Reviews drafted legislation, federal guidelines, and other sources of information to keep abreast of developments and issues in a program area.

Provides liaison activities between the Executive Office and state agencies.

Compiles and evaluates data for inclusion in policy guidelines.

Prepares informational news releases.

Drafts or distributes letters, statements, or proclamations.

Conducts research for preparing statements.

Provides administrative or technical support to senior-level Executive Office staff members.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of principles of administrative management and program planning.

Knowledge of state governmental organization and agency functions.

Knowledge of legislative processes.

Knowledge of research methods.

Knowledge of the principles of public relations.

Ability to follow complex oral and written instructions.

Ability to analyze a variety of legal, social, and economic data for use in program evaluation.

Ability to communicate with others both verbally and in writing.

Ability to work under, and maintain composure during, stressful situations occurring as a result of workloads and/or deadlines.

Ability to maintain favorable public relations.

Working Conditions

There may be stressful conditions such as workloads and/or deadlines inherent in these positions.

All positions are established on a limited-term basis.

Physical Requirements

None.

Education

Possession of a bachelor's degree in any major.

Experience

No specific type or amount is required.

Special Requirements, Licenses, and Certifications

None.

EXECUTIVE OFFICE REPRESENTATIVE

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

EXCOFCREP

Job Code Description

Executive Office Representative

Position Title

Executive Office Representative

Position Code

EXCOFREP

Pay Schedule

NERE-111P

ECP Group NA
Revised April 2011
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