

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

EXECUTIVE OFFICE REPRESENTATIVE

JOB DESCRIPTION

Employees in this job perform advanced 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 Representativ

Executive Office Representative 12

This is the advanced level. Employees in this job are designated by the Executive Office or elected official to perform complex 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.

Complies and evaluate s data for inclusion in policy guidelines.

Prepares informational news releases.

Drafts or distributes letters, statements, or proclamations.

Conducts research for preparing statements.

Participates in town hall and mobile office meetings with or on behalf of the Governor or elected official.

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

#### Executive Office Representative 12

At least two years of professional work experience is required.

### Special Requirements, Licenses, and Certifications

*None*

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

#### Job Code

EXCOFCREP

#### Job Code Description

EXECUTIVE OFFICE REPRESENTATIVE

#### Position Title

Executive Office Representativ

#### Position Code

EXCOFREP

#### Pay Schedule

NERE-111P

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10/18/2013