

1. Position Code STDDADM1K15N

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position.

THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency Department of Technology, Management, & Budget
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Agency Services Supporting DHHS
4. Civil Service Classification of Position State Administrative Manager-1	10. Division HAS/BOA/OIG
5. Working Title of Position (agency title of position) SAM15 – Aging Services/BOA/OIG	11. Section Aging Services/Bureau of Audit/Office of Inspector General
6. Name and Classification of Direct Supervisor John Moore, SEBRA17	12. Unit
7. Name and Classification of Next Higher-Level Supervisor Nathan Buckwalter, SME19	13. Work Location (City and Address)/Hours of Work Grand Tower, 235 S Grand Ave, Lansing, MI 48933 8:00am-5:00pm, Monday-Friday / Hybrid schedule

14. General Summary of Function/Purpose of Position
 This position functions as the administrative manager for Agency Services supporting DHHS, Health & Aging Services/Bureau of Audit/Office of Inspector General division within the Department of Technology, Management, & Budget. The Aging Services/Bureau of Audit/Office of Inspector General manager will be the second line manager for this work area and will be responsible for carrying out management duties for first line managers and their staff. The manager is responsible for providing direction and control of functions and activities in the work area including establishing priorities, allocating staff, and ensuring that first line supervisors handle administrative, supervisory, and planning functions. The supervisory functions that this position manages include employee evaluation, counseling, selection, provision of technical, and policy guidance and training of employees.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.
List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1: 60 % of Time

Manage the activities of first line supervisors and staff

Individual tasks related to the duty.

- Provide policy guidance, performance expectations, and leadership to first line supervisors. Ensure they effectively handle administrative/supervisory/planning functions and provide communication to their staff
- Maintain, record, prepare reports, and compose correspondence relative to work
- Select and assign staff ensuring equal opportunity employment opportunity in hiring and promotion
- Conduct staff meetings and conferences with staff to discuss progress on assignments or projects and stay informed
- Provide direction and support for employee development and cross training
- Responsible for performance management of staff through first line managers and with their direct reports
- Ensure production support needs are met through leveraging and prioritization of resources

Duty 2

General Summary of Duty 2: 35 % of Time

Provide overall direction and control of the functions and activities being performed in the work area

Individual tasks related to the duty.

- Approve staff allocation to ensure adequate resources are available to carry out projects designated for the work area
- Work with top level management to develop work priorities, establish time schedules, staff requirements, cost estimates, personnel needs, and conduct interviews with management team in alignment with organizational strategic direction
- Act as the liaison between top level management and customers
- Review customer requests and develop work plans for the project to meet objectives
- Ensure contractual deliverables are met
- Responsible for continual improvements of business processes
- Ensure technical guidance and support is available as needed

Duty 3

General Summary of Duty 3: 5 % of Time

Other duties as assigned

Individual tasks related to the duty.

- Special projects as defined by leadership
- Other IT related tasks as requested by agencies
- Other IT related projects as requested by DTMB
- Representation of the State of Michigan as necessary
- All other duties as assigned

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

- Defining and directing corrective action to resolve problem areas
- Evaluating, analyzing, and troubleshooting problems for the departmental customers
- Evaluating the performance of employees; and setting and maintaining work area priorities

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

- New initiatives and policies that impact DTMB and organizational strategic goals

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Position is located within a standard office location or standard conference room settings.

A minimum amount of effort may be required to walk or drive to locations other than primary work location.

Position subject to stress and pressure to resolve problems quickly and effectively.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Asha Manday	ITM14		
Joel Nelson	ITM14		
Kevin Mills	ITS14		

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- | | |
|------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> Train employees in the work. |

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes, prepared by management.

23. What are the essential duties of this position?

The essential duties of this position include, but are not limited to, directing management of first line supervisors and staff as well as ensuring the overall direction and control of the functions and activities being performed in the work area

Competencies (in alphabetical order): Adaptability, Building a Successful Team, Delegating Responsibility, Facilitating Change, Initiating Action, Strategic Decision Making, Technical/Professional Knowledge

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

Only the names of the areas have been updated to reflect organizational changes. The duties and responsibilities of the position remain the same.

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

This division is responsible for providing system and programming development to multiple program areas within the client agency/department. The division must assess user problems/needs, design, develop, program, implement, maintain, enhance, manage, and control numerous computer systems. It must perform these activities in compliance with state and federal regulations, in adherence to prevailing division policy, procedures, and standards, while maintaining operational effectiveness.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Possession of a bachelor's degree in any major

EXPERIENCE:

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level

Note: Equivalent combinations of education and experience that can be shown to provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Principles and techniques of management, supervision, communication, and organization

ABILITY TO:

- Instruct, direct, and evaluate employees
- Communicate with others, both verbally and in writing
- Maintain control of the environment in a high-pressure situation
- Work well with a diverse range of individuals

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve the use of a personal vehicle.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. *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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. *I certify that the entries on these pages are accurate and complete.*

Appointing Authority's Signature

Date