

State of Michigan
Civil Service Commission

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

Position Code

1. STDDADM1

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 TECH, MGMT AND BUDGET - IT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Agency Services supporting MDHHS
4. Civil Service Position Code Description State Administrative Manager-1	10. Division Eligibility
5. Working Title (What the agency calls the position) SAM15 – Operations & Support	11. Section Operations & Support
6. Name and Position Code Description of Direct Supervisor SRIVASTAVA, SANJAY; SENIOR EXEC BUS REL ADMIN	12. Unit
7. Name and Position Code Description of Second Level Supervisor BUCKWALTER, NATHAN; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work Grand Tower, 235 S Grand Ave, Lansing, MI 48933 / Monday-Friday, 8:00am-5:00pm / Hybrid schedule

14. General Summary of Function/Purpose of Position

This position will function as the administrative manager for Technical Solutions for the Eligibility division. The administrative manager will be a 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 manage include contractors and dotted line SOM staff and the employee evaluation, counseling, selection, provision of technical and policy guidance and training of employees.

This position is the authoritative source that provides planning, technology analysis, directing and reviewing the work of other Agency Services personnel and contractors, quality assurance review, coordination and consulting work related to changes and enhancements of the existing Applications and any expansions of applications.

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: 60**

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 with 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: **Percentage: 35**

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: **Percentage: 5**

Other duties as assigned

Individual tasks related to the duty:

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

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

Independent decisions include 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 the supervisor's review.

New initiatives and policies that impact DTMB and organizational strategic goals. Including but not limited to results of special assignments requested, overall approval in major system design, modifications and system requirements, and recommended changes to organization and equipment acquisition.

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 is a standard office environment using a computer most of the day. Required to retrieve materials from copier and facsimile equipment throughout the day. Standing, stooping, walking, sitting, kneeling, and bending are all required to successfully complete the tasks of this position.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
RAMAKRISHNA, SRINATHA	INFO TECH MANAGER-3 14	VACANT	INFO TECH MANAGER-3

Additional Subordinates

20. This position's responsibilities 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. |

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?

The essential duties for 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.

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

Establishment

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

The Eligibility division within Agency Services develops, implements, and maintains the automated data processing systems required by the Bureau and Offices within the Department of Health and Human Services for which this area is responsible. It must perform these activities in compliance with ever changing State and Federal regulations and mandated legal priorities and deadlines while adhering to prevailing division policy/procedures/standards and maintaining operation effectiveness. This position is constantly involved with project establishment and assignment, policy interpretation: monitoring to ensure staff has the resources required to meet deferral and state laws and regulations. This position must provide effective leadership and direction to ensure effective utilization of a large development staff that supports varied and complex information systems.

26. 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:

State Administrative Manager 15

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

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Principles and techniques of management, supervision, communication, and organization
- Systems development methodology
- Advance principles, theories, and techniques of information system analysis
- MDHHS and/or DCH-specific systems, policies, and objectives
- MDHHS and/or DCH hardware/software platforms

ABILITY TO:

- Instruct, direct, and evaluate employees
- Communicate well 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:

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.

N/A

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

AMY MILLER

2/13/2026

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