

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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TECH, MGMT AND BUDGET - IT
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Agency Services Supporting MDHHS
<b>4. Civil Service Position Code Description</b> State Administrative Manager-1	<b>10. Division</b> Data, Analytics, & Visualization (DAV)
<b>5. Working Title (What the agency calls the position)</b> SAM15 – Data, Analytics, & Visualizations Health Services	<b>11. Section</b> DAV Health Services
<b>6. Name and Position Code Description of Direct Supervisor</b> VACANT; SENIOR EXEC BUS REL ADMIN	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BUCKWALTER, NATHAN; SENIOR MANAGEMENT EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> Elliott-Larsen Building, 320 S Walnut St, 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 - Data, Analytics, & Visualizations Division/ Health Services Section within the Department of Technology, Management, & Budget. The DAV Health Services Section provides reporting services to program areas including Medicaid, Mental health services for children and their families, Adult Behavioral Health & Developmental Disability Services, Information on communicable & chronic diseases, Maternal & Infant Health, Chronic Disease and Injury Control and Medical Resources for Child Protection utilizing the data warehouse and multiple reporting tools. The Section 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 Section 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.

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 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:**

**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 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 made independently in this position and tell who or what is affected by those decisions.

- 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

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.

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 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>
DROLET, KAVITA P	INFO TECH MANAGER-3 14	JOSEPH, FATIMA J	INFO TECH MANAGER-3 14
HART, SHERILYN M	INFO TECH MANAGER-3 14		
<b>Additional Subordinates</b>			

**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 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): Building a Successful Team, Customer Focus, Decision Making, Managing Work (including Time Management), Planning and Organizing, Technical/Professional Knowledge

**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?**

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. 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

**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 vehicle.

**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

2/12/2026

\_\_\_\_\_  
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