

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

Position Code

1. STASTADM

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 - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Continuous Improvement
4. Civil Service Position Code Description State Assistant Administrator	10. Division
5. Working Title (What the agency calls the position) OCI - State Assistant Administrator 15	11. Section
6. Name and Position Code Description of Direct Supervisor Holly Grandy-Miller; OCI Director (SBA-18)	12. Unit
7. Name and Position Code Description of Second Level Supervisor Caleb Buhs; DTMB Senior Chief Deputy Director	13. Work Location (City and Address)/Hours of Work Romney Building, Lansing, MI

14. General Summary of Function/Purpose of Position

This position provides professional administrative and analytical support to the Director of the Office of Continuous Improvement (OCI) in aligning, directing, implementing, and monitoring all organizational activities. This position supports OCI's business planning, communications, and high profile/complex projects and participate in the development and implementation of policies and programs for OCI including the areas of Lean Projects, Lean Tech and Human Centered Design. Additionally, this position functions as the liaison for IT administration across the office.

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

This position supports the OCI Leadership team in aligning, advising, implementing and supporting all business-related activities and functions in the Office of Continuous Improvement.

Individual tasks related to the duty:

- Works with the Director to develop meeting agendas, assists in compiling relevant materials, reporting out on assigned issues.
- Participates on high profile/complex initiatives to ensure projects stay on scope, timeline and budget.
- Consults with Agencies and DTMB Agency Services in development and refinement of Lean Process Improvement (LPI) and Human Centered Design (HCD) project scope.
- Facilitates sessions with Agencies and DTMB Agency Services using LPI and HCD tools and methodologies.
- Coordinates, manages and monitors vendors engaged on LPI/HCD projects.
- Analyzes office strategies and operations and recommend modifications to meet commitments more effectively and efficiently.
- Research's industry trends and best practices to assist in program planning and procedure development.
- As requested, serve as the liaison for communicating program goals, priorities, and expectations.
- Work with leadership team to ensure that management considerations are included in decision making activities.
- Leads new initiatives for DTMB and the Office of Continuous Improvement as assigned.
- Assists in the development of statements of work, requests for proposals and serve on Joint Evaluation Committees where appropriate.
- Drafts various types of communications and directives for the office.

Duty 2

General Summary:

Percentage: 30

Supports the Office Director in responding to departmental projects, departmental reporting requirements, LPI and HCD promotion, OCI IT administration and other special needs. Provides research and guidance on human resources issues including training.

Individual tasks related to the duty:

- Support implementation of DTMB initiatives within the Office.
- Provide input and recommendations on training and dissemination of information to employees.
- Perform related work and special projects as assigned by the Office Director and other OCI Leadership.
- Assists in OCI marketing activities to raise awareness of Lean Process Improvement and Human Centered Design methodologies including updating and maintaining the OCI share point site.
- Liaison for IT hardware and software administration across OCI.

Duty 3

General Summary:**Percentage: 10**

Other duties or special projects as assigned

Individual tasks related to the duty:

- Attend meetings on behalf of the Office of Continuous Improvement and its leadership.
- Maintain records.
- Collect data.
- Prepare reports and presentations.
- Represent OCI/HCD at conventions and conferences.
- Other tasks related to assigned work

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

Prioritizing work, managing assignments, and building/maintaining relationships related to work assignments for the Office of Continuous Improvement.

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

Strategic decisions with a long-range impact, significant changes to procedures or those that have significant budget/resource impacts and work that is performed as part of a team and requires coordination with other team members, supervisors and/or other leaders within the department.

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.

Standard office environment with personal computer, keyboard, and mouse. Some travel amongst other State office buildings may be required involving carrying of personal computer and some paperwork related to job.

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.**Additional Subordinates****20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

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

To serve as the professional Administrative Assistant, advising and assisting the Director of OCI in aligning, directing, implementing, and monitoring organizational activities; provide input about the development and implementation of programs; provide support and effective implementation to related high profile/complex projects impacting organizational effectiveness and continuity. This position will interface with other areas within DTMB as well as across all state agencies to advance LPI and HCD methodologies.

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

Backfill

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

The Office of Continuous Improvement (OCI) is responsible for providing guidance, training, and administering Lean Process Improvement (LPI) and Human Centered Design (HCD) activities and methodologies across state agencies. This position serves as the professional Administrative to the OCI Director who is responsible for the successful administration of the LPI and HCD program areas. This position assists in managing and monitoring the program areas and communicating with OCI leadership and with employees.

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 Assistant Administrator 15

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of effective meeting facilitation techniques.
- Knowledge of performance measurement and metric development.
- Knowledge of Lean/Six Sigma business process improvement methodologies.
- Knowledge of Human Centered Design methodologies.
- Project management experience.
- Possession of management skills, tact, and diplomacy.
- Ability to present positive image as representative of DTMB/OCI at public hearings, meetings, and through contacts with vendors, news media, and other members of the public.
- Strong oral and written communication skills.
- Ability to communicate effectively to groups.
- Ability to plan, direct and coordinate activities of a complex, interrelated, and independent nature, where unknowns and numerous contingency factors are involved.
- Knowledge of program planning, development, and evaluation methods.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

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