

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

Position Code
1. STDIVADMD98N

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) Executive Direction & Operations
4. Civil Service Position Code Description STATE DIVISION ADMINISTRATOR	10. Division Office of Performance Management (OPM)
5. Working Title (What the agency calls the position) Director of Office of Performance Management (OPM)	11. Section
6. Name and Position Code Description of Direct Supervisor MANNING, KELLY A; SENIOR MANAGEMENT EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor BUHS, CALEB; SENIOR CHIEF DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Elliott-Larsen Building, 320 S. Walnut Lansing MI / Mon - Fri 8:00 am - 5 pm

14. General Summary of Function/Purpose of Position

This position directs the Office of Performance Management (OPM) within the Department of Technology, Management & Budget (DTMB). This position is responsible for directing and managing staff specializing in the areas of administrative and technical policy, continuous improvement, strategic planning, metrics consulting, IT governance, employee engagement, customer satisfaction, survey administration and related activities. This position also provides leadership on special department wide projects and strategic initiatives in coordination with the DTMB Director's 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

Manages the staff, duties, and performance of OPM.

Individual tasks related to the duty:

- Establishes priorities for OPM and staff and ensures priorities are adhered to.
- Allocates staff to ensure that adequate resources are available to deliver services and carry out projects.
- Selects and develops staff to provide effective delivery of service.
- Conducts staff meetings and 1x1 meetings with direct reports to keep the team informed of matters important to their work.
- Assists and provides guidance to staff.
- Provides direction and oversight on critical and/or high impact projects.
- Reviews work products of staff and provides feedback and coaching.
- Ensures staff have performance and development plans in place by stated deadlines.
- Holds quarterly touchpoint meetings with staff on performance and development plans and conducts annual performance reviews.
- Manages the office's budgeted resources.
- Manages office performance via metrics and other data.

Duty 2

General Summary:

Percentage: 15

Serves as the Policy Administrator for DTMB.

Individual tasks related to the duty:

- Oversees the management of the policy framework for DTMB that encompasses both administrative and technical policies, standards and procedures impacting DTMB or all state agencies.
- Provides input and guidance regarding the management of the cross functional review team tasked with the identification of policies, standards and procedures that need to be developed based on agency priorities.
- Provides direction related to the management, coordination, tracking and communication of DTMB policies, standards and procedures to DTMB management, staff and other state agencies.
- Reviews all proposed updates to the Administrative Guide and DTMB administrative and technical policies, standards and procedures.
- Reviews and signs requests for department personnel to become authorized representatives.

Duty 3

General Summary:

Percentage: 25

Directs and provides oversight on strategic projects and services for DTMB that have department-wide and statewide impact.

Individual tasks related to the duty:

- Serves as DTMB's liaison on performance activities, including coordinating DTMB strategic plan development and implementation work.
- Oversees the administration of DTMB's statewide employee engagement and customer satisfaction surveys.

- Identifies project goals, develops clear understanding of projects, develops plans and identifies steps necessary to complete projects, identifies available resources for projects, and prioritizes, assigns and completes project tasks.
- Monitors progress toward completion of projects and keeps manager informed of progress.
- Ensures appropriate State of Michigan (SoM) procurement and contracting processes are followed in delivering services.
- 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.

This administrator independently makes decisions relating to department-wide administrative issues. Decisions made by this position impact the efficiency and effectiveness of the department's operations and delivery of services to all state agencies.

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

Decisions that impact multiple state agencies or that impact the ability of the department to deliver its core services. Decisions that have a significant impact, are political, or are sensitive in nature for the agency.

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.

Typical office environment.

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>
VENTURINO, LYNN M	STATE ADMINISTRATIVE MANAGER-1 15	ANDERSON, MARSHALL J	STATE ADMINISTRATIVE MANAGER-1 15
RIGG, BETHANY L	STATE ADMINISTRATIVE MANAGER-1 15		

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?

- Managing staff, duties and performance of the office.
- Serve as the Policy Administrator for DTMB.
- Directs and provides oversight on strategic projects and services for DTMB that have department wide and statewide impact.

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

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

This position is responsible for directing and managing the OPM work area, which has staff specializing in the areas of administrative and technical policies, continuous improvement, strategic planning, metrics consulting, IT governance, employee engagement, customer satisfaction, survey administration, and related activities. This position also provides leadership on special department wide projects and strategic initiatives in coordination with the DTMB Director's Office.

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 Division Administrator 17

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Alternate Education and Experience

State Division Administrator 17

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years 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:

- Strong knowledge of the department's organizational structure, work areas, culture, people, and services.
- Thorough knowledge of state government organization and functions.
- Strong knowledge of departmental policies, standards and procedures.
- Extensive knowledge of the principles of employee engagement, customer satisfaction, performance metrics, governance, strategic planning, and continuous improvement.
- Extensive knowledge of survey development, administration, and data analysis.
- Knowledge of ADA-compliant document properties.
- Strong knowledge and understanding of SoM procurement and contract processes.
- Strong experience with managing and leading large department-wide projects, teams and initiatives, and also collaborating with outside contractors.
- Strong experience in developing and implementing action plans for improvement.
- Excellent presentation, public speaking, facilitation, communication, and consulting skills.
- Strong interpersonal skills to build positive relationships with executive leaders and employees across the department and other state agencies.

- Ability to work well with a diverse range of individuals.
- Strong leadership skills with the ability to build trust and develop a high-performing team.
- Ability to use a high degree of discretion.
- Strong attention to detail, quality, and accuracy.
- Ability to act independently and delegate assignments, to manage time and resources to ensure work and projects of self and others are completed efficiently and accurately.
- Ability to instruct, coach, and evaluate employees.
- Considerable knowledge of program planning, development, and evaluation methods.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Duties may involve 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.

STACI ERICKSON

4/22/2025

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