

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

Position Code 1. DEPTMGR3J37N

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Executive
4. Civil Service Position Code Description Departmental Manager-3	10. Division Enterprise Information Management
5. Working Title (What the agency calls the position) Information Technology Administration Supervisor	11. Section Information Technology Security & Administration
6. Name and Position Code Description of Direct Supervisor NELSON, KYLE P; STATE ADMINISTRATIVE MANAGER-1	12. Unit Information Technology Administration
7. Name and Position Code Description of Second Level Supervisor ESCH, ANDREW P; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 425 W Ottawa Lansing MI 48933 / M-F 7:30am - 4:30pm (hours may vary)
14. General Summary of Function/Purpose of Position This position functions as a first-line professional manager of professional positions in a complex work area responsible for the coordination of the Michigan Department of Transportation (MDOT) divisions, offices, and regions in the development and execution of the Information Technology (IT) Portfolio at the direction of the IT Operations Manager and Enterprise Information Management (EIM) Office Administrator. This position provides leadership and coordination on the implementation of department IT priorities as established by MDOT's Information Technology Steering Committee (ITSC). This position manages Automation Managers of the department and provides leadership and guidance on project level IT initiatives and is the first line of escalation for all IT project related issues and is one of MDOT's representatives on the State Unified Information Technology Environment (SUITE) Support Team (SST). This position acts as the IT Portfolio Manager for MDOT and is responsible for the coordination/management of staff for departmental IT needs and/or changes.	

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: 50

Serve as the department's IT Administrative Manager.

Individual tasks related to the duty:

- Manage, lead, and guide the Automation Managers to successfully execute MDOT's IT Program.
- Conduct team meetings to facilitate effective communication and teamwork.
- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Delegate work assignments and coordinate the workload of subordinates.
- Hold team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Review union contracts and Civil Service rules/regulations and consistently reference in decision making to ensure compliance with contracts and rules. Contact the Office of Human Resources, Labor Relations Section for guidance or questions.
- Approve time sheets timely as well as the use of leave privileges for staff.
- Handle employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with equal employment opportunities (EEO).
- Mentor staff and facilitate knowledge management. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Coordinate project management/oversight with MDOT program area managers, Department of Technology Management and Budget (DTMB) management and analysts, and other support staff to ensure continuity with current IT infrastructure and supporting business operations.
- Monitor, review and make recommendations concerning enterprise-wide IT organizational design and development.
- Ensure consistent and clear communication to all parties, both internal and external, affected by a change in the IT environment related to policy, function or other aspects.
- Monitor MDOT's IT operations and identify and report potential and actual problem areas to the IT Operations Manager and EIM Office Administrator.
- Serve as a member of MDOT's IT finance sub team.

Duty 2

General Summary:

Percentage: 30

Serve as the IT Portfolio Manager.

Individual tasks related to the duty:

- Oversee MDOT's Annual IT Call for Projects, including execution of all established processes for gaining approval of the IT Program from the IT Steering Committee.
- Serve as the first line of escalation for issues occurring in MDOT IT projects, and work in collaboration with the MDOT Automation Manager, DTMB Project Manager, and IT Manager assigned to the project.
- Monitor and proactively mitigate IT Project risks to avoid risks becoming issues and provide weekly status updates to the IT Operations Manager and EIM Office Administrator, escalating as necessary.
- Serve as one of MDOT's representatives on the SST to ensure SUITE processes and documentation are tailored to meet the needs of the department.
- Report monthly on IT Portfolio progress and key performance indicators to ITSC.

Duty 3

General Summary:

Percentage: 15

Serve as Chair of the Information Technology Operations Team (ITOT).

Individual tasks related to the duty:

- Lead biweekly ITOT meetings and the creation of ITOT agendas to ensure IT processes are appropriately followed (e.g. change requests, IT escalations, etc.).
- Coordinate with DTMB IT Managers and Project Management Leadership on topics relevant for discussion and decisions at ITOT meetings.
- Plan and facilitate bi-yearly ITOT strategy workshops for discussions concerning the strategic implementation and execution of MDOT's IT Program.
- Serve on other ancillary IT Committees to report on progress and action from ITOT.

Duty 4**General Summary:****Percentage: 5**

Perform special projects and tasks assigned by management.

Individual tasks related to the duty:

- 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.

- Daily supervision of subordinate employees including prioritized work assignments.
- Decisions regarding day-to-day project planning, monitoring, and control.
- Decisions on when to escalate IT project issues.

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

- New initiatives and policies impacting MDOT and organizational strategic goals.
- Resolving departmental IT priority-related issues, including Governor's Office directives, program area decisions, and IT security decisions requiring specific deadlines.
- Development or modification of IT related policies and procedures.

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.

Typically work associated with an office environment. Must be able to travel independently as needed to meetings. Ability to remain in a stationary position for extended periods of time with extensive work on a computer. Position may require availability outside normal working hours based on operational needs.

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>
GROENEVELD, JOSHUA	DEPARTMENTAL SPECIALIST-2 13	DOMCIK, TIMOTHY W	DEPARTMENTAL SPECIALIST-2 13
WORKMAN, ANDREW S	DEPARTMENTAL SPECIALIST-2 13	KUSHNER, JOHN	DEPARTMENTAL SPECIALIST-2 13

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?

This position functions as a first-line professional manager responsible for the coordination of the Michigan Department of Transportation (MDOT) divisions, offices, and regions in the development and execution of the Information Technology (IT) Portfolio at the direction of the IT Operations Manager and Enterprise Information Management (EIM) Office Administrator. This position provides leadership and coordination on the implementation of department IT priorities as established by MDOT's Information Technology Steering Committee (ITSC). This position manages Automation Managers of the department and provides leadership and guidance on project level IT initiatives and is the first line of escalation for all IT project related issues and is one of MDOT's representatives on the State Unified Information Technology Environment (SUITE) Support Team (SST). This position acts as the IT Portfolio Manager for MDOT and is responsible for the coordination/management of staff for departmental IT needs and/or changes.

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 serves as the supervisor for the IT Administration Unit, which is responsible for the successful execution of MDOT's Information Technology Program. The Unit is comprised of numerous specialist level employees deeply involved in IT Projects as well as serving as the primary contact point between all MDOT business areas and DTMB.

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:

Departmental Manager 13 - 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:

- IT Program Best Practices
- DTMB SUITE Processes
- MDOT business areas and functions

Skill in:

- building and maintaining strong, trust-based relationships by acting with honesty and transparency
- ensuring accountability and reliability in all actions by exhibiting a high degree of integrity

Ability to:

- maintain favorable public relations
- perform issue resolution with variety of individuals and disciplines
- communicate effectively, build consensus, facilitate working sessions, and negotiate solutions and alternatives
- work in a team environment involving matrix organizations
- resolve conflicting high-priority requirements
- communicate the needs of others effectively
- gather and analyze facts, draw conclusions, define problems, and suggest solutions
- prepare and present effective, clear and concise reports and presentations

**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.

JENNIFER HADDON

1/22/2026

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