

**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 TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) OFFICE OF REVENUE AND TAX ANALYSIS
4. Civil Service Position Code Description STATE ASSISTANT ADMINISTRATOR 15	10. Division
5. Working Title (What the agency calls the position) STATE ASSISTANT ADMINISTRATOR	11. Section
6. Name and Position Code Description of Direct Supervisor BUSSIS, ERIC J; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WEST, AMANDA; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 430 W. ALLEGAN, LANSING MI MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position serves as the Administrative Assistant to the Bureau Director and provides comprehensive support across all facets of the Bureau's operations. The role also supports a team of economists by assisting with research activities, publications, and day-to-day administrative needs.

The position assists in fulfilling Treasury's statutory and strategic responsibilities related to economic development. The duties will include analyzing incentive programs, evaluating legislative proposals, preparing analytical materials, and supporting communication both within Treasury and across state government.

Key responsibilities of this position also include managing critical administrative functions within the Office of Revenue and Tax Analysis. This position plays a central role in reviewing Bureau work products to ensure accuracy, compliance with legal and procedural requirements, and timely completion of projects.

In addition, the position leads and coordinates special projects assigned by the Bureau Director, contributing to the Bureau's overall effectiveness, efficiency, and strategic goals.

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

Provides comprehensive support to the Bureau Director, contributing to planning efforts, policy development, meeting coordination, reporting activities, economic analysis, and a wide range of bureau initiatives.

Individual tasks related to the duty:

- Provide high-level guidance and support to the Bureau Director across all areas of bureau operations.
- Monitor statutory requirements and associated reporting to ensure full compliance with mandated responsibilities.
- Contribute to the development, analysis, and tracking of key performance metrics that drive bureau effectiveness.
- Partner with the Bureau Director and bureau leadership to refine policies, procedures, and standards that promote consistency, efficiency, and strong operational and training outcomes.
- Lead the development, documentation, and dissemination of bureau policies and procedures to ensure clarity and alignment across teams.
- Design and implement procedures for both training and operational activities, ensuring they are applied consistently throughout the bureau.
- Prepare clear, insightful reports and communications to keep management informed of emerging issues, trends, and recommended solutions.
- Identify gaps in tools, processes, or communication resources and recommend improvements to strengthen bureau operations.
- Represent the Bureau Director in internal and external meetings, fostering collaboration and ensuring bureau priorities are effectively communicated.

Duty 2

General Summary:

Percentage: 25

Functions as the Bureau's designated liaison for economic development matters, coordinating efforts and facilitating communication across agencies and stakeholders.

Individual tasks related to the duty:

- Serve as one of the State Treasurer's designees to the Michigan Strategic Fund, providing analytical insight and representing departmental interests.
- Review and evaluate legislation related to economic development, tax incentives, and related fiscal impacts.
- Maintain and enhance datasets used to evaluate economic development programs, ensuring the preservation of historical data and supporting analysis of past, current, and future initiatives.
- Analyze and communicate the impact of economic development tools, incentives, and reporting requirements to inform decision-makers and support evidence-based policy development.

Duty 3**General Summary:****Percentage: 15**

Assist in producing analytical materials, reports, financial statements, and statutorily required calculations.

Individual tasks related to the duty:

- Review and evaluate work products, including documents and data tables, to support the Department's reporting requirements.
- Oversee the preparation and quality of documents, datasets, and related materials to ensure accuracy and completeness.
- Ensure all publications and reports comply with established guidelines, procedures, methods, policies, and applicable laws, including accessibility standards.
- Assist in producing narratives, tables, graphs, and charts for detailed reports presented to the Bureau Director, State Treasurer, legislative staff, Governor, and the public.
- Review and assess data preparation processes to support analytical work.
- Maintain expertise in the Department's data collection systems to support analysis and ensure data quality and consistency.

Duty 4**General Summary:****Percentage: 10**

Carries out special projects at the direction of the Bureau Director, providing high-quality support for priority initiatives.

Individual tasks related to the duty:

- Lead special assignments from the Bureau Director.
- Participate in continuous improvement initiatives and serve as the Bureau's liaison for related projects and activities.
- Assist in planning and executing economic update events, including the Governor's Economic Outlook Briefing.
- Support and enhance communication efforts with external stakeholders to improve transparency and engagement.

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

The position exercises significant independent judgment when representing the Bureau Director in meetings and determining how bureau priorities and analyses are communicated. The role requires sound judgment in conveying positions to both internal and external stakeholders. It also involves independently evaluating and approving publications to ensure accuracy, clarity, and compliance with statutory and departmental standards.

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

Decisions which result in a major policy change, impact all bureau personnel, or have budgetary impact.

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.

Physical effort and environmental conditions are consistent with those in a normal business office operation. These include sitting, standing, light lifting, and utilizing a personal computer for long periods of time, filing, and removing records from file cabinets. Occasionally, it will be necessary to travel in-state by motor vehicle, or otherwise, to meetings and educational events held in other nearby or remote buildings.

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):**☐ Complete and sign service ratings.☐ Assign work.☐ Provide formal written counseling.☐ Approve work.

N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Review work.
N Provide guidance on work methods.
N 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?

- Provide comprehensive administrative and operational support to the Bureau Director across all areas of the Bureau's responsibilities.
- Support Treasury's analysis and responsibilities related to economic development initiatives and legislation.
- Develop, maintain, and organize planning documents, policies, and procedures to support bureau projects and operational needs.
- Coordinate, lead, and complete special projects assigned by the Bureau Director, ensuring timely and effective execution.
- Contribute to the overall efficiency, organization, and effectiveness of bureau operations through proactive support and process improvement.

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

New Position

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

This position assumes specific duties of bureau administration. The function of the work area is to provide overall direction to the Bureau of the Office of Revenue and Tax Analysis. This position assumes responsibility for economic development and special complex projects for the Bureau.

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.

Degree in Economics, Finance, Business, or related fields and a graduate degree (Master's or higher) in Economics or Public Policy desired.

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:

Must be able to communicate effectively, both orally and in writing. Knowledge of economics desired. Knowledge of the state revenue collections and accounting systems desired.

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.

SALLY VAN VYVE

2/5/2026

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