

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. SENEXDEP

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 LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Unemployment Insurance Agency - UIA
4. Civil Service Position Code Description Senior Executive Assistant Deputy Director 15	10. Division
5. Working Title (What the agency calls the position) Senior Advisor	11. Section
6. Name and Position Code Description of Direct Supervisor PALMER, JASON; SENIOR DEPUTY DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor CORBIN, SUSAN R; DIRECTOR	13. Work Location (City and Address)/Hours of Work TBD / Monday-Friday 8:00AM-5:00PM

14. General Summary of Function/Purpose of Position

This position will serve as an assistant to the UIA Director of the Unemployment Insurance Agency and is responsible for assisting with completing tasks assigned by the UIA Director, representing the UIA Director at various external and internal meetings, and coordinating with the appropriate staff to carry out the guiding principles and strategic priorities of the UIA. Serves as a liaison between the UIA Director and all other areas of the Unemployment Insurance Agency to ensure strategic initiatives are being communicated and implemented at all levels. This position will participate in the development and implementation of policies and programs and will advise and assist the UIA Director on matters related to the UIA areas.

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: 40

This position serves as an assistant to the UIA Director of the Unemployment Insurance Agency and will play a critical role in directing key programs and carrying out duties to implement UIA guiding principles and strategic priorities.

Individual tasks related to the duty:

- Attends meetings and events with the UIA Director, follow-up on action items, and assigns responsibility to appropriate staff to ensure completion or implementation.
- Prepare briefing material for the UIA Director, the Deputy Director, the Governor's office and other areas of UIA.
- Prepare reports evaluating the impact, efficiency, and effectiveness of programs.
- Keep the UIA Director apprised of potential budget, personnel, or politically sensitive issues within UIA. Ensure effective communication of those issues between all involved parties.
- Represent the UIA Director's viewpoint in meetings with agency staff, legislators, citizens, and special interest groups.

Duty 2

General Summary:

Percentage: 40

Track and assist in managing key UIA initiatives as outlined by the UIA Director. Work with the project teams for the various initiatives to keep projects on track.

Individual tasks related to the duty:

- Track major projects and initiatives to ensure they are being completed and implemented on a timely basis. Keep UIA Director and other LEO leadership updated on the status.
- Create and institute a process for tracking major Office initiatives.
- Work with various internal and external agencies to keep major projects and initiatives on track.
- Facilitate meetings as needed with internal and external stakeholders to move initiatives forward.
- Research and prepare reports and recommendations on potential future strategies.
- Serve as a surrogate for the UIA Director in meetings regarding major initiatives.

Duty 3

General Summary:

Percentage: 20

Other duties as assigned.

Individual tasks related to the duty:

- Conduct special projects as assigned.
- Participate in assigned work groups.
- Represent UIA Director at meetings when requested.

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

This position has authority to respond and take independent action in carrying out daily assignments to achieve the position responsibilities. Requires independent judgment regarding successfully carrying out daily work assignment issues, priority programs and projects tracking.

Decisions made in this position affect statewide programs.

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

Issues that are sensitive/political in nature.

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.

Normal office type work. Travel to various worksites across the state is required, as well as out-of-state travel to meet with potential external partners. Attendance at conferences may also require overnight stays. Giving presentations to large and small audiences.

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. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 will serve as an assistant to the UIA Director of the Unemployment Insurance Agency and is responsible for assisting with completing tasks assigned by the UIA Director, representing the UIA Director at various external and internal meetings, and coordinating with the appropriate staff to carry out the guiding principles and strategic priorities of the UIA. Serves as a liaison between the UIA Director and all other areas of the Unemployment Insurance Agency to ensure strategic initiatives are being communicated and implemented at all levels. This position will participate in the development and implementation of policies and programs and will advise and assist the UIA Director on matters related to the UIA areas.

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

New

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

The Michigan Unemployment Insurance Agency (UIA) administers the unemployment insurance program that provides temporary financial assistance to individuals who become unemployed through no fault of their own. This position assists the UI director with administration of policy, procedures and organization plan of the UIA, as well as ensuring that the Agency's policies and goals are achieved and that they are consistent with LEO's mission, vision and values, and with the Michigan Employment Security Act and applicable federal laws.

This position will provide high level professional support to the UIA Director and is responsible for assisting the UIA Director and serving as a liaison between the UIA Director and areas within UIA to ensure that key programs and strategic initiatives are being communicated and implemented at all levels.

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:

Senior Executive Assistant (Deputy Director) 15

Two years of professional, P11-level experience or one year of professional 12-level experience as a senior-level worker, a manager, or a staff/program specialist (includes administrative assistant) or equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the basic mission of the principal department; ability to advocate positions, communicate ideas and information, and work effectively on teams in support of common objectives; and the ability to identify key internal and external contacts and maintain networks in support of UIA needs and interests, and the ability to generate understanding and support from the Department, legislators, professional organizations, and governing boards or commissions.

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.

None

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