

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

Position Code 1. STDIVADM61N
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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 Labor and Economic Opportunity
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Rehabilitation Services
4. Civil Service Position Code Description State Division Administrator 17	10. Division Strategic Initiatives Division
5. Working Title (What the agency calls the position) Division Director	11. Section
6. Name and Position Code Description of Direct Supervisor Maureen Webster; State Bureau Administrator 18	12. Unit
7. Name and Position Code Description of Second Level Supervisor Sigrid Adams, Senior Management Executive 19	13. Work Location (City and Address)/Hours of Work 320 S Walnut 6th Floor, One North Lansing, MI 48933 M-F 8-5
14. General Summary of Function/Purpose of Position	
<p>This position plans, organizes, directs, and controls the work activities of the division. This position is responsible for the administrative oversight of managers, consultants, specialists and support staff for the administration and integration of the Workforce Innovation and Opportunity Act (WIOA) legislation and the development, negotiation, and oversight of contracts and agreements for the vocational rehabilitation system and within the State of Michigan, specifically, Michigan Rehabilitation Services.</p> <p>Responsibilities include; research, analysis and interpretation of Final Federal Regulations, program design and development, delivery and implementation of programs to public facing staff, oversight and evaluation, coordination with other state agencies under the WIOA, 2 CFR 200, and the State of Michigan Procurement Manual; Michigan Department of Education (MDE), Michigan Department of Health and Human Services, Workforce Development (WD), and the Developmental Disability Council.. In addition, this position is responsible for administrative oversight of federally mandated activities including but not limited to data validation/compliance, semiannual and annual Disability Innovation Fund data, overseeing responsibility for MRS as the Designated State Entity (DSE) for Title VII Independent Living Program and the State Unit for the Assistive Technology Grant through the Administration on Community Living (ACL), progress reporting and project implementation, customer satisfaction, combined state plan, oversee the comprehensive statewide assessment and innovation and expansion activities consistent with 34 CFR § 361.48. This position is responsible for directing and organizing managers, consultants, and support staff associated with vocational rehabilitation policy, program and system evaluation, execution of interagency agreements, memorandums of understanding, and contracts.</p>	

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: 25

This position plans, organizes, directs, and controls the work activities of the division. This position is responsible for the administrative oversight of managers, consultants, specialists, and support staff for the administration and integration of the Workforce Innovation and Opportunity Act (WIOA) legislation and the development, negotiation, and oversight of contracts and agreements for the vocational rehabilitation system within State of Michigan, specifically, Michigan Rehabilitation Services.

Individual tasks related to the duty:

- Research, analyze, interpret and advise bureau on Final Code of Federal Regulations associated with Vocational Rehabilitation, specifically the Workforce Innovation Opportunity Act.
- Direct program design and development, delivery, implementation and evaluation of programs for public facing staff and customers.
- Provide administrative oversight, evaluation, and coordination with other state agencies under the WIOA; Michigan Department of Education (MDE), Michigan Department of Health and Human Services, Workforce Development (WD), and Developmental Disability Council.
- Recommend and implement strategies to effect change in the appropriations bill and other laws affecting ability of rehabilitation services to perform work.
- Analyze the impact of federal and state legislation on the bureau.
- Oversee, plan, and direct federally mandated activities including but not limited to customer satisfaction, combined state plan, comprehensive statewide assessment.
- Assure program evaluation project plans are made and executed, results are timely and effective, and recommendations are implemented.
- Assure implementation of programs is in compliance with federal and state rules and regulations.
- Oversee and as needed perform DSE functions as required by federal funding sources including Title VII Independent Living Program and the Assistive Technology Grant.
- Confer with officials of federal, state, and local agencies, professional organizations and interest groups on vocational rehabilitation matters including programming, contracts and agreements.

Duty 2

General Summary:

Percentage: 25

Administrative oversight of managers, consultants and support staff regarding vocational rehabilitation policy, program, innovation and expansion activity development/implementation, and execution of contracts, grants, interagency agreements, and memorandums of understanding.

Individual tasks related to the duty:

- Ensure that program development and staff competencies improve and reflect the changes in the environment resulting from WIOA Act legislation, 2 CFR 200, and the State of Michigan Procurement Manual.
- Provide and maintain leadership for the professional development and continuous improvement of all staff.
- Develop programs to recruit staff to reach and maintain appropriate diversity.
- Provide staff opportunities for knowledge transfer, succession planning, cross-training, resource sharing and collaboration on common work objectives, similar tasks, opportunities, challenges and risks.
- Facilitate the appropriate integration of the Center for Independent Living Title I contract activities.
- Facilitate the appropriate execution of the Department of Department of Health and Human Services and Department of Natural Resources interagency agreements.
- Develop programming and provide oversight of Title I matching funds related to special initiatives. Negotiate, write, and implement interagency agreements mandated by the WIOA including: Department of Education, State Medicaid provider, MDHHS developmental disability and behavioral health agency, Department of Community Health and the Workforce Development board (both Statewide and Local).

- Recommend, direct, and oversee innovation and expansion activities consistent with 34 CFR § 361.48.
- Identify need for bureau contracts and agreements specific to innovation and expansion activities per CFR § 361.48. Oversee development, negotiation, implementation of new and existing bureau contracts and agreements in collaboration with all MRS Divisions.
- Assure effective and appropriate grants are solicited, awarded, and reported on in a timely manner.
- Direct all staff activities related to the federal Disability Innovation Fund grant including budget development and revisions, staff time, performance metrics, and reporting.
- Direct all staff activities related to the Title VII Independent Living Program and Assistive Technology Grants including contract and agreement development along with other DSE functions.

Duty 3

General Summary: **Percentage:** 25

Executive Team Representation.

Individual tasks related to the duty:

- Serve as a member of the bureau executive team.
- Participate in the development of overall bureau policies and long-term strategic planning.
- Preside over and/or participate on national/state, community development, and monitoring and control of division programs.
- Serve in an advisory capacity to the bureau director regarding national and statewide operational issues, opportunities, and solutions.
- May provide direction to the bureau in the absence of the bureau director. Represents the bureau director on interdepartmental/bureau projects.
- Confers with officials of federal, state, and local agencies, legislators, governor's aides, professional organizations, and interest groups on matters relating to the program.

Duty 4

General Summary: **Percentage:** 15

Oversee and manage the administration of the division.

Individual tasks related to the duty:

- Conduct staff meetings and conferences with assistants to discuss operating problems, organization, budgetary matters, personnel matters, technical problems and status of programs and projects.
- Coordinate and approve leaves, assuring coverage of work activities.
- Conduct employee service ratings.
- Counsel employees as needed.
- Identify staff needs and deploy staff and resources to priority areas as needed.
- Select, assign, and promote staff, identify training and professional development needs and ensures training is obtained; ensures that proper labor relations and conditions of employment are maintained.

Duty 5

General Summary: **Percentage:** 5

Represent the agency and director at meetings.

Individual tasks related to the duty:

- Attend meetings with internal and external staff, the Department of Management and Budget, and advisory councils and committees to assure statewide focus is maintained and agency policy is accurately reflected. Councils and committees including the Developmental Disability Council.
- Liaison with auditors and the federal regional rehabilitation agency to assure policies and procedures are consistent with state and federal rules and regulations in collaboration with Program Enhancement and Policy and Staff Development Divisions in addition to supervising the implementation and maintenance of them.

Duty 6

General Summary: **Percentage:** 5

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned by MRS leadership.

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

- Decisions involving programming, staff development and deployment, performance, contract application, policy interpretations, resource allocations, establishing work priorities, financial compliance, scheduling for the division.
- Acceptance of contractual deliverables from vendors.
- Management of accounts unless reductions must occur.
- Approve implementation of new software and hardware technology.
- Implementation of programs unless additional staff is required, or unanticipated training is needed by staff outside the Division.

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

- Significant, major changes in the appropriations bill.
- Changing allocation levels in accounts which significantly affect services to clients.
- Policy changes.
- Issues of statewide significance on matters involving potentially grave public consequences.
- Significant, major changes in contracts, agreements, and/or DSE responsibilities.

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.

Frequent: sitting, standing, walking, talking, writing, driving, reading, active listening. Periodic: lifting, bending, stooping, reaching

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>
Claudia Pettit	State Administrative Manager 15	Francisco Gamboa	State Administrative Manager 15
Kurt Sperry	Departmental Specialist 13	Jennifer Corralez	Executive Secretary 10
Nathan Kammer	State Administrative Manager 15		

Additional Subordinates

N/A

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

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|---|------------------------------------|---|-----------------------------------|
| Y | Complete and sign service ratings. | Y | Assign work. |
| Y | Provide formal written counseling. | Y | Approve work. |
| Y | Approve leave requests. | Y | Review work. |
| Y | Approve time and attendance. | Y | Provide guidance on work methods. |
| Y | Orally reprimand. | Y | 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?

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Responsibilities include; research, analysis and interpretation of Final Federal Regulations, program design and development, delivery and implementation of programs to public facing staff, oversight and evaluation, coordination with other state agencies under the WIOA, 2 CFR 200, and the State of Michigan Procurement Manual; Michigan Department of Education (MDE), Michigan Department of Health and Human Services, Workforce Development (WD), and the Developmental Disability Council.. In addition, this position is responsible for administrative oversight of federally mandated activities including but not limited to data validation/compliance, semiannual and annual Disability Innovation Fund data, overseeing responsibility for MRS as the Designated State Entity (DSE) for Title VII Independent Living Program and the State Unit for the Assistive Technology Grant through the Administration on Community Living (ACL), progress reporting and project implementation, customer satisfaction, combined state plan, oversee the comprehensive statewide assessment and innovation and expansion activities consistent with 34 CFR § 361.48. This position is responsible for directing and organizing managers, consultants, and support staff associated with vocational rehabilitation policy, program and system evaluation, execution of interagency agreements, memorandums of understanding, and contracts.

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

The Contracts Unit was recently added to the Strategic Initiatives Division as part of a reorganization in August. The duties associated with adding oversight of the Contracts Unit have been added to include DSE functions, oversight of all contracts and agreements and extensive knowledge of 2 CFR 200 and the State of Michigan Procurement Manual.

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

The State Division Administrator is responsible for executive level functioning and policy development, strategic planning, interdepartmental liaison, and statewide project management. Position also involves responsibility for management and supervision of division and must ensure maximum numbers of customers receive services with available staff and dollars assigned, consistent with federal state, and local priorities.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of policy, vocational rehabilitation delivery system, workforce innovation and opportunity act legislation, budget, finance, audit, and technology.

**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