

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

<b>Position Code</b>
1. STDIVADME11N

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TREASURY CENTRAL PAYROLL
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Saving Access & Financial Empowerment (SAFE)
<b>4. Civil Service Position Code Description</b> STATE DIVISION ADMINISTRATOR	<b>10. Division</b> Michigan Education Trust (MET)
<b>5. Working Title (What the agency calls the position)</b> Executive Director	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> WADE-LOTT, ROBIN R; STATE BUREAU ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> TREPkoski, Jill M; SENIOR DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 430 West Allegan, Lansing, MI / 8am To 5pm, Mon - Fri & Some After-Hours/Weekends

**14. General Summary of Function/Purpose of Position**

This position serves as the Executive Director of the Michigan Education Trust (MET). MET is a Section 529 prepaid tuition program. MET is governed by a nine-member Board of Directors, and the State Treasurer serves as Chair. The Executive Director is responsible for overall administration of the program including personnel services, financial integrity, actuarial soundness evaluation, legal compliance, operational standards, recordkeeping, marketing, determining issues for Board of Directors review/action, promoting efficiency and prompt service to program participants.

This position also serves as the Program Manager for the Michigan Education Saving Program (MESP) and MI 529 Advisor Plan (MAP). MESP is a Section 529 direct-sold investment/savings program. MAP is a Section 529 broker-sold investment/savings program. The State Treasurer is the Trustee, and a vendor is utilized to perform daily program management functions. The Program Manager ensures compliance with the contract between the vendor and the Department of Treasury and approves program disclosure materials, matching grant applications, marketing concepts and materials.

This position also provides coordination and oversight of the Fostering Futures Scholarship Trust Fund (FFS). FFS is a scholarship and endowment fund reestablished in 2014 by P.A. 525 of 2008 and considered to be an Internal Revenue Code (IRC) Section 170 (c) governmental charitable program and the State Treasurer serves as trustee. FFS conducts fundraising events to benefit youth who have experienced Michigan foster care at age 13 and above and attending a Michigan higher education institution.

**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**

Formulates and administers current and long-range programs, plans and policies for the operation of MET. Develops budget recommendations for personnel services, equipment, materials and contractual services and monitors expenditures of funds. Works with Auditor General staff, Actuarial Consultant, Legal Consultant and Investment Consultant for overall financial management of the program. Works with Marketing Consultant and Public Information Officer to design and implement marketing strategies to increase awareness of new enrollment periods. Serves as the Program Manager for the actuarial services contract, the marketing/advertising contract and the database servicer contract. Responsible for MET's computer database integrity.

**Individual tasks related to the duty:**

- Conduct meetings with staff, actuary, auditors, attorneys, investment managers and advertising firm to review work and ensure contractual terms and conditions are performed satisfactorily.
- Review and make decisions as to specific information to be presented to the State Treasurer and the MET Board.
- Review and stay abreast of laws, administrative rules and regulations governing MET to ensure program compliance with IRC Section 529 and MET statute, PA 316 of 1986 as well as PA 161 of 2000 for MESP, PA 525 of 2014 for Fostering Futures Scholarship Trust Fund and any other relevant updates or new legislation.
- Coordinate and direct the work of staff to accomplish program objectives, including expansion of the MET Charitable Tuition Program and Fostering Futures Scholarship Trust Fund.
- Coordinate and direct the work of staff to accomplish program objectives, including expansion of the Michigan Education Savings Program (MESP) and Michigan 529 Advisor Program (MAP).

**Duty 2**

**General Summary:**

**Percentage: 20**

Works with Assistant Attorney General, other legal counsel and staff to develop contracts for purchasers, and to assure the legal requirements of the program are followed, i.e., compliance with MET statute, administrative rules, bylaws, contracts, policies, procedures, federal regulations, and Michigan Administrative Law procedures for rulings on termination refund requests and resolution of MET appeals. Works with State Treasurer and Board members in setting policy and establishing an overall framework for the operation of MET; organize meetings of the Board, establish meeting agendas and determine issues for Board review and action. Prepares agendas for marketing and finance subcommittees to formulate recommendations to the board as needed.

**Individual tasks related to the duty:**

- Consult with legal counsel to interpret the MET statute, rules and contract for MET participants requesting action or information.
- Set Board meeting agendas, compose Board meeting materials and present resolutions for board member consideration at Board meetings.
- Compile and present an executive director's report for each board meeting.
- Prepare agendas for marketing and finance subcommittee meetings and report to the board the minutes as part of the executive directors' report with recommendations from subcommittee members.
- Provide testimony before legislative committees as necessary.

**Duty 3**

**General Summary:**

**Percentage: 20**

Oversee the operations and management of MET employees. Identifies staff development needs, assures training, proper labor relations and conditions of employment are maintained. Oversee the development of requests for proposals, solicitation of bids, and award of contracts for various contractual services such as banking, investment, actuarial, payment collection and data processing. Serves as Program Manager on behalf of the State Treasurer for contract between Department of Treasury and vendor for program administration of the Michigan Education Savings Program (MESP) and MI 529 Advisor Plan (MAP). Ensures that the contract terms and conditions are met.

**Individual tasks related to the duty:**

- Approve time and requests for leave.
- Ensure MET staff development needs are addressed.
- Review and approve all MESP and MAP documents and materials.
- Coordinate joint marketing efforts with MET, MESP and MAP.
- Review and approve management fee authorizations.
- Respond to complaints from MESP and MAP account owners.

#### Duty 4

##### General Summary:

Percentage: 20

Establish relationships with various educational communities, colleges/universities, local school districts, daycare associations, parent teacher associations, other tuition savings program participants and the general public. Represent and speak on behalf of the State Treasurer and the MET Board on issues pertaining to MET, MESP, MAP and FFS. Member of the College Savings Plans Network (CSPN), the CSPN Communications Committee, the CSPN Legal Committee, CSPN Prepaid Tuition Plan Committee and represents the State Treasurer for certain National Association of State Treasurers (NAST) issues. Conducts special projects as necessary.

##### Individual tasks related to the duty:

- Participates in conference calls.
- Provides training to staff responsible for conducting presentations.
- Attend speaking engagements upon request.
- Participates in interviews for television, radio, newspaper and social media.
- Attends public relations events.
- Stay abreast of state and federal law governing Section 529 college savings programs like MET, MESP and MAP. and fundraising rules for Section 170 c governmental entities.

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

Decisions involving routine procedures of the MET program operations. Decisions pertaining to investment and accounting activities; disbursement of funds to colleges, universities and program participants; termination and transfer of MET contracts in accordance with the terms of the contracts and personnel issues. Also, decisions involving MESP and MAP operational and marketing efforts.

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

Controversial, high profile and political issues. Recommendations for actuarial assumptions and policy changes must be reviewed and approved by the State Treasurer prior to being presented to the MET Board of Directors.

#### 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.

Sitting, standing, walking, lifting, traveling and typing.

#### 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.

NAME	CLASS TITLE	NAME	CLASS TITLE
BOLES, FLORA M	DEPARTMENTAL SPECIALIST-2-FZN 13	CLOVER, INGRID N	DEPARTMENTAL SPECIALIST-2 13
KAPALCZYNSKI, SHERI L	EXECUTIVE SECRETARY-E E10	PATINO, MEGAN M	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):

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.

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?**

Overall administration of the MET program. Maintaining the financial integrity of MET by monitoring and coordinating accounting, actuarial, audit and investment activities. Provide strong internal control structure, promote efficiency and prompt service to program participants.

Also ensure contract compliance for contract with vendor that provides program management function for MESP. Review and approve disbursement of matching grant funds. Monitor, coordinate and review annual audit, investment allocation recommendation to the State Treasurer, program disclosure documents and marketing materials.

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

AA requesting to update the PD on file. Since the position was last reviewed structural changes have occurred, this position is now in the Saving Access & Financial Empowerment (SAFE) Bureau. This position has added responsibility for oversight of MET Charitable contracts and Fostering Futures Scholarship program. The Bureau name and references were updated to accurately reflect the current structure and systems that are in place. Updated wording within duties/tasks for accuracy and clarity and minor updates to percentages for Duty 1 and Duty 4. The essential duties and functions of the position remain unchanged.

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

MET is a Section 529 prepaid tuition program where the Trust accepts a pre-determined amount from purchasers to provide a higher education for students. Currently, MET has over \$1.1 billion in assets, about 131,000 contracts sold and is disbursing \$60 million in college benefits to approximately 10,000 students at over 1,100 colleges nationwide and abroad. This position is responsible for the overall operation of the program. MESP is a Section 529 direct-sold investment/savings program where contributions are accepted from account owners to be used toward the total cost of higher education for children. MESP has an approximate asset value of \$9.5 billion with approximately 331,000 accounts and is disbursing about \$716 million in withdrawals for students attending higher education institutions. MAP is a Section 529 broker-sold investment/savings program. MAP has about \$1.5 billion in assets with about 60,000 accounts and disbursements of about \$87 million in withdrawals. This position is responsible for administering the contract between the vendor and the Department of Treasury that provides program administration. Essential duties are defined in #23 above.

**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:**

- Knowledge of actuarial evaluation assumptions and methodology.
- Knowledge of Internal Revenue Code regulations, as they relate to Section 529 college savings programs and others who may be affected by the regulations.
- Thorough knowledge of state government organization, operation and functions.
- Extensive knowledge legislative process, Civil Service and State Administrative Rules.
- Ability to communicate effectively (both orally and in writing).
- Ability to handle stressful interpersonal situations at all levels.
- Ability to motivate and lead others.
- Ability to develop policies and procedures affecting major programs.
- Ability to instruct, direct, and evaluate employees.
- Thorough knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

**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.***

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Supervisor

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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.***

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Appointing Authority

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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.***

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Employee

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Date