

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

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| Position Code 1. STDDADM1 |
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POSITION DESCRIPTION

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| 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 EDUCATION |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
| 4. Civil Service Position Code Description State Administrative Manager-1 | 10. Division Assessment, School Improvement, and Systems Support |
| 5. Working Title (What the agency calls the position) Assistant Director for Assessment Operations | 11. Section Office of Education Assessment and Accountability |
| 6. Name and Position Code Description of Direct Supervisor MIDDLESTEAD, ANDREW J; STATE OFFICE ADMINISTRATOR | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor CHAPMAN, DELSA D; DEPUTY SUPERINTENDENT FOR DESSS | 13. Work Location (City and Address)/Hours of Work John Hannah Building, 608 West Allegan Street, Lansing, Michigan / 8:00am–5:00pm M-F, |
| 14. General Summary of Function/Purpose of Position This position serves as the Assistant Director for Assessment Operations in the Office of Educational Assessments & Accountability (OEAA) and in daily operational functions provide(s) thorough project management and systems support to assure all office deliverables and timelines are met. The assistant director works directly with assessment operations assuring that the development, composition, administration, and scoring of all state assessments are done within timelines and parameters. The assistant director is intimately involved in contract development, negotiations, and requirements gathering for contracts that OEAA has an active role in. This position work(s) directly with the OEAA Item Bank Specialist and the OEAA Secure Site team to be actively involved in current development or issues of those two systems and assuring that each of those systems is able to provide items and data in a timely manner allowing OEAA to meet deliverable timelines. This position will also serve to assist the OEAA director in cross-office collaboration for policy or legislative actions that may affect the OEAA and its work. This position will serve as the primary point-of-contact for other MDE offices seeking assistance or information on assessment and will coordinate in responding with the Office Director. The assistant director will act as the immediate supervisor for six (6) staff that are all in lead roles in assuring OEAA activities are executed in a timely, cost-effective and appropriate manner. | |

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**

Oversee the application of standard project management techniques to collaboratively plan and implement assessment processes and products.

Individual tasks related to the duty:

- Oversee the project management of multiple, large, long-range, and complex OEAA technical projects with a wide number of variables which includes multiple contractors and state agencies in the planning, organizing, estimating, and consulting processes required to achieve statewide assessment goals and objectives.
- Develop complete, complex project work plans and resource schedules identifying tasks and resources necessary to complete projects. Align the project schedules to provide timely needed deliverables to coordinate with all other OEAA project schedules, vendor project schedules, and project schedules of other MDE offices in support of State and Federal legislation germane to student assessment.
- Develop project management plans which clarify, schedule, and annually review Michigan educator recruitment, selection, and training for participation on committees designed by the OEAA to ensure state standards adoption and revision processes are adequate for implementation by all Michigan stakeholders and appropriate for assessment development.
- Works with the Test Development, Composition and Psychometrics teams to develop work flow processes to ensure that test-item production across all subject areas and grade levels will capture all changes or revisions to state content or achievement standards as quickly as possible.
- Act as a point person between with OEAA Project Managers
- Develop technical project work plans and resource schedules identifying tasks and budget necessary to complete projects.
- Apply quality assurance and contract administration methods to ensure requirements and design specifications are consistent with project goals, budgets and standards, and all project and management deliverables are provided.
- Identify project risks, resource shortcomings or other emerging challenges and implement corrective actions to stay on schedule. Alert the Office Director to major problems and propose solutions to manage risks.
- Coordinate all project schedules for item development, assessment administration, scoring, and reporting involving OEAA staff.
- Attend weekly Project Schedule Review meetings for OEAA
- Frequent and ongoing communication with OEAA director regarding project management and critical issues within OEAA workflow as well as coordinate with OEAA director to create agendas for weekly OEAA Leadership Team meetings.
- Act as a primary point of contact between the OEAA and any assessment consortia or other multi-state partnerships (e.g., sharing test items) that Michigan may be participating with and collaborate with any MDE staff that have active roles in the consortia.

Duty 2**General Summary:****Percentage: 30**

Provide leadership and direct the Assessment Operations activities.

Individual tasks related to the duty:

- Assist the office director in carrying out the department's goals and strategies, priorities, and initiatives.
- Monitor, direct, and support staff activities for the office
- Assign work, set priorities, and evaluate work of direct reports.
- Develop performance management plans for staff and review and evaluate staff.
- Coach, mentor, and provide leadership and development opportunities for staff.
- Develop budget recommendations for resources, equipment, and materials. Monitor revenue and expenditures for adherence to the budget.
- Develop policies and procedures that align to department goals, strategies, initiatives, and priorities.
- Oversee the hiring process and participate on interview teams, assure fair employment opportunity in hiring, promotion, and other employment practices.
- Support department diversity, equity, and inclusion efforts
- Identify staff development needs and assure training is obtained.

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

Lead the systems and technology coordination between the Assessment Operations side of the office and the Systems & Accountability side of the office. Specifically, in regard to the OEAA Item Bank System and the OEAA Secure Site.

Individual tasks related to the duty:

- Coordinate with Assistant Director for Systems & Accountability, Test Development Manager, and the OEAA Item Bank Specialist, to continually review the status of the Item Bank Systems to assure it is compliant with all OEAA demands.
- Communicate regularly on behalf of the Assessment Operations staff with the Assistant Director for Systems & Accountability and the OEAA Secure Site team to be able to pinpoint any milestones or issues that would have impact on OEAA activities and timelines.
- Work directly with administration and reporting unit staff and OEAA secure site staff to assure that all pre-identification processes are being handled accurately and efficiently to allow any necessary test form tracking and any other necessary information to be provided to the printing contractor on-time for production purposes.
- Collaborate with the Assistant Director for Systems & Accountability to assure any data connections between the OEAA Secure Site and the assessment reporting systems are monitored and properly functioning to allow timely reporting of assessment data to districts, school, and parents.

Duty 4

General Summary:

Percentage: 10

Cross Office/Division/Department collaboration and communication to assure OEAA is represented in necessary projects and timelines.

Individual tasks related to the duty:

- Represent OEAA in functions and meetings in other offices within the department in support of collaboration and teamwork in all MDE activities.
- Participate in any requirements gathering for activities in other offices that would impact OEAA timelines and deliverables.
- Lead the coordination of professional development activities between the OEAA and other MDE offices.
- Collaborate with the Test Development Manager to coordinate frequent communication and meetings with content staff between the OEAA and the Office of Education Supports, Curriculum and Instruction content staff. To assure there is consistent vision and direction in all MDE content activities.
- Receive, track, and respond to any requests for assessment assistance from other MDE offices with direction from the Office Director.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned

Individual tasks related to the duty:

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

Develop policy, guidelines, and procedures to coordinate multiple, complex technical projects in relation to long-range, executive-level goals and policy direction: questions of scope, work package definition, staging/sequencing tasks, resource assignments, and resource leveling across projects and departments, specialized staff training needs, need for corrective actions, approval of corrective actions, etc. Independent judgment in defining and determining scope, modifying roles, and setting priorities. Evaluate, analyze, and troubleshoot problems of the departmental users of technical systems. Approval for project deliverables, tasks, and decisions with the sponsor-approved scope, budget, and schedule. Project management responsibility is to oversee separate technical projects touching all aspects of OEAA work.

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

- Major system design, modifications, and system modifications that negatively impact pre-established timelines with the Governor's office.
- Decisions that will have significant impact on policy and processes in functional areas of other agencies.
- Significant budget increases, schedule delays, and scope modifications that require substantial reduction of budgets in other areas in order to be successful.

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.

In-State, out-of-State travel, including over nights. Tasks are for the most part conducted in office, conference area settings, home and other telecommuting locations. Remain in contact (e.g., state-issued cell phone) to handle immediate issues at all times. Have responded to immediate issues while on annual leave and outside scheduled business hours.

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> |
|------------------|-------------------------------|---------------------|-----------------------------|
| MILLIGAN, BETH H | DEPARTMENTAL SPECIALIST-2 13 | CERMAK, KATHERINE K | EDUCATION CONSLTNT MGR-5 15 |
| PAUL, JENNIFER M | EDUCATION ASSESSMENT SPL-4 15 | JAQUITH, JOHN M | EDUCATION CONSLTNT MGR-5 15 |
| FENBY, JESSICA A | EDUCATION ASSESSMENT SPL-3 14 | | |

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.

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|---|------------------------------------|---|-----------------------------------|
| 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?
 This position serves as the Assistant Director for Assessment Operations in the Office of Educational Assessments & Accountability (OEAA) and in daily operational functions provide(s) thorough project management and systems support to assure all office deliverables and timelines are met. The assistant director works directly with assessment operations assuring that the development, composition, administration, and scoring of all state assessments are done within timelines and parameters. The assistant director is intimately involved in contract development, negotiations, and requirements gathering for contracts that OEAA has an active role in. This position work(s) directly with the OEAA Item Bank Specialist and the OEAA Secure Site team to be actively involved in current development or issues of those two systems and assuring that each of those systems is able to provide items and data in a timely manner allowing OEAA to meet deliverable timelines. This position will also serve to assist the OEAA director in cross-office collaboration for policy or legislative actions that may affect the OEAA and its work. This position will serve as the primary point-of-contact for other MDE offices seeking assistance or information on assessment and will coordinate in responding with the Office Director. The assistant director will act as the immediate supervisor for six (6) staff that are all in lead roles in assuring OEAA activities are executed in a timely, cost-effective and appropriate manner.

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?
 The work area's function is the design, development, implementation, maintenance, and enhancement of assessment and accountability systems. Management of these systems requires analysis and modeling of their function to gauge effectiveness. This position serves as the assistant director and in daily operational functions provide(s) thorough project management and systems support to assure all office deliverables and timelines are met. The assistant director works directly with assessment operations assuring that the development, composition, administration, and scoring of all state assessments are done within timelines and parameters.

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 Administrative Manager 15
 Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15
 Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year 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:
 Skill in planning, managing, controlling, and delivering complex projects on time, within budget, and to the satisfaction of multiple audiences. Thorough knowledge of project management and state-of-art-accountability methodologies and standards and industry best practices. Ability to interact and direct team members and communicate with others, both verbally and in writing. Ability to resolve conflicting high-priority requirements.

CERTIFICATES, LICENSES, REGISTRATIONS:
 NA

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.

NA

I certify that the entries on these pages are accurate and complete.

JOETTA PARKER

6/13/2024

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