

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<p>2. Employee's Name (Last, First, M.I.) VACANT</p>	<p>8. Department/Agency Treasury</p>
<p>3. Employee Identification Number</p>	<p>9. Bureau (Institution, Board, or Commission) Office of Postsecondary Financial Planning (OPFP)</p>
<p>4. Civil Service Classification of Position State Administrative Manager 15</p>	<p>10. Division Student Scholarships, Grants and Outreach (SSGO)</p>
<p>5. Working Title of Position (What the agency titles the position) Deputy Director SSGO</p>	<p>11. Section</p>
<p>6. Name and Classification of Direct Supervisor Diann Cosme, State Division Administrator 17</p>	<p>12. Unit</p>
<p>7. Name and Classification of Next Higher Level Supervisor Robin Lott, State Bureau Administrator 18</p>	<p>13. Work Location (City and Address)/Hours of Work 430 W. Allegan, Lansing, MI 2nd Floor Austin Building 8:00-5:00 Monday-Friday</p>

14. General Summary of Function/Purpose of Position
This position serves as Deputy Administrator for the Student Scholarships, Grants and Outreach (SSGO) division. This individual reports directly to the SSGO State Division Administrator (SSGO Director) and is responsible for assisting in overseeing: the policies and plans for the operational functions of SSGO State financial aid programs, data utilized in the MiSSG data management system and SIGMA financial web services, State financial aid programs quality assurance; assists with the analysis of the impact of changes in state and federal policy on these programs, and directs/manages professional staff (program coordinators). This position represents the Director with statewide advisory and consultative services. In the absence of the Director, this employee is responsible for the division.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 % of Time 40

Project Management:

To oversee the policies and plans for the operational needs of the Division's programs and projects. To assist the Director in the development of long-range goals for the management and direction of the Division and its programs in compliance with the Bureau's mission.

Individual tasks related to the duty.

- Oversight of the Division's operational functions. Supervise program coordinators in the day-to-day administration of the division's projects to attain program goals;
- Implement the State financial aid programs administered by the Division and internal operating systems. Delivery of over \$140 million to participating institutions in Michigan.
- Ensure that accounting, reporting, budgeting, planning and financial controls for the programs are in place.
- Develop applicable program policies based on the interpretation of legislation, administrative rules and Division policies/procedures. Propose changes as required.
- Develop and recommend legislative and programmatic enhancements.
- Identify priorities and set the master project schedule annually to ensure timely completion of all division functions.
- Review and evaluate all completed division projects.
- Assist in the preparation of the Division's annual plan.
- Provide guidance/oversight for training, and program compliance for participating institutions.
- Prepare related analysis and reports.

Duty 2

General Summary of Duty 2 % of Time 30

Data Management:

To provide leadership in the development and use of internal controls for processing procedures and systems.

Individual tasks related to the duty.

- Coordinate the design of procedures, systems, and supporting activities. Direct the overall operation of computer systems. Build/add to computer systems as required.
- Assess operational methods periodically and make recommendations to the Director for improvements.
- Complete the annual Internal Control Evaluation (ICE) report.
- Develop a business continuity plan to address potential system/processing failures.
- Integrate measurement standards into each set of processing tasks.
- Develop an electronic process for writing and maintaining standard procedures with clear deadlines to assist in monitoring and evaluating internal program operations.
- Direct the design and development of procedure systems and supporting activities for the implementation of any new programs assigned to the division.

Duty 3

General Summary of Duty 3

% of Time 25

Direction of Staff

Supervise program coordinators

Individual tasks related to the duty.

- Allocate task responsibility to appropriate program coordinators to maximize the organization's effectiveness. Provide support, assistance, and/or training opportunities as required to accomplish program/project goals. State the amount of frequency of feedback expected.
- Facilitate the collaboration of division staff. Create options for addressing problems and achieving desired outcomes.
- Ensure that the Division's purpose is integrated into every project.
- Meet with program coordinators routinely to give an opportunity for an exchange of ideas, clarification of goals, problem resolution, and progress reports. Share pertinent information.
- Ensure that work review functions are in place. Set priorities by establishing operational goals and objectives.
- Support and monitor progress of program coordinator assignments.
- Authorize and monitor leave times.
- Assist in the administrative tasks related to personnel procedures such as hiring personnel.

Duty 4

General Summary of Duty 4

% of Time 5

To perform other work as assigned.

Individual tasks related to the duty.

- In consultation with participating colleges, SSGO, legislative staff, and representatives of the Attorney General's office, develop, promulgate and periodically review administrative rules and regulations related to the programs to meet changes in law or policy.
- Special projects on issues of legislative policy nature as initiated by the employee and/or as designated by the Director.
- Represent the Director at meetings or interagency groups.
- In the absence of the Director, this person is responsible for the Division.
- Other tasks as assigned.

Duty 5

General Summary of Duty 5

% of Time

Individual tasks related to the duty.

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Assignments made to subordinate staff.
 Corrective measures for employees.
 Procedural questions from institutions.

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

Final sign-off on expenditures.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Several hours per day sitting at a desk and using a computer. Ergonomic workstation required.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Jessica Kuchar	Analyst 9-11	VACANT	Analyst 9-11
Marion Seelman	Supervisor 10	VACANT	Analyst 9-11
Nancy Vaughn	Analyst 12		

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

21. I certify that the above answers are my own and are accurate and complete.

_____ Signature

_____ Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

23. What are the essential duties of this position?

This position serves as Deputy Administrator for the Student Scholarships, Grant and Outreach (SSGO) division. This individual reports directly to the SSGO State Division Administrator (SSGO Director) and is responsible for overseeing: the policies and plans for the operational functions of SSGO State financial aid programs, the oversight of processing data utilizing the MiSSG data management system and SIGMA financial web services, State financial aid programs quality assurance, direction of professional staff (program coordinators) and represents the Director with statewide advisory and consultative services. In the absence of the Director, this employee is responsible for the division.

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

Since the position was last reviewed, the administration/coordination of two major programs (Future for Frontliners and Michigan Reconnect) have been added. These programs have added much more complexity to the work with new computer systems and new payment processes. Complexity has also come with concerns about data security, and IT audits which this person oversees. The division has also merged Outreach Services with Student Scholarships and Grants, which requires this position to perform tasks and assignments that support Outreach efforts.

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

The mission of the Student Scholarships, Grants and Outreach division is to provide:

Delivery of approximately \$140 million in funds to participating postsecondary institutions in the State.

Provide timely evaluation of programs, services, and financial aid issues.

This position is critical to this function as each of the responsibilities identified has a direct impact on the successful completion of the mission.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree OR

EXPERIENCE:

Two years of professional experience equivalent in responsibility to the P11 level or one year of professional experience equivalent in responsibility to the P12 level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Experience in creating and designing reports and queries in Access database is extremely beneficial.

Ability to multitask and adapt to multiple systems and demands is a plus.

Experience with student financial aid programs is highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

3/25/2022

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date