

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. STDDADM1E05N

**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> DNR-NATURAL RESOURCES
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b> RESOURCE MANAGEMENT
<b>4. Civil Service Position Code Description</b> STATE ADMINISTRATIVE MANAGER-1	<b>10. Division</b> PARKS AND RECREATION
<b>5. Working Title (What the agency calls the position)</b> SECTION CHIEF, ADMINISTRATIVE SERVICES	<b>11. Section</b> ADMINISTRATIVE SERVICES
<b>6. Name and Position Code Description of Direct Supervisor</b> KOSICK, KRISTEN M; STATE BUREAU ADMINISTRATOR	<b>12. Unit</b>  
<b>7. Name and Position Code Description of Second Level Supervisor</b> LOTT, SHANNON J; SENIOR DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> TBA - Stabenow, RAM, Customer Service Center in Roscommon, or Ludington State Park / Monday-Friday 8:00 AM-5:00 P.M. (Flex Schedule)
<b>14. General Summary of Function/Purpose of Position</b> <p>The position of Section Chief of Administrative Services is responsible for the planning, directing, controlling, and overall administration of the following programs with staff in the Division Office as well as the Statewide Field Locations: operating budget, capital outlay budget, human resources, personnel, labor relations, automated business systems, accounting, inventory, revenue, expenditures, and finance. The Section Chief reviews and evaluates the work of personnel in human resources, financial and procurement units, as well as the work of personnel in the field locations, to ensure conformance with general guidelines, methods, techniques, policies, and law.</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: 20**

Management/Supervision

**Individual tasks related to the duty:**

- Plan, organize, direct and control the work activities of the direct reports and second line personnel.
- Select and assign staff, ensuring diversity in hiring and promotion.
- Evaluate and verify employee performance through the review of completed work assignments and work techniques.
- Conduct performance reviews and evaluations.
- Identify staff development and training needs and ensure that training is obtained.
- Provide corrective action and discipline when necessary.
- Participate in employee grievance and arbitration hearings.
- Schedule work assignments and approve leave requests.
- Ensure proper labor relations and conditions of employment are maintained.
- Maintain records, prepare reports, and compose correspondence related to the programs in the Section.
- Work collaboratively to develop goals for the Section and related programs.
- Develop alternative strategies to address and resolve a variety of issues involving financial, budgetary, accounting, personnel and labor relations matters.
- Monitor and adjust workloads to assure they are equitable.

**Duty 2**

**General Summary:**

**Percentage: 20**

Assistance to Division Chief and Assistant Chief.

**Individual tasks related to the duty:**

- Provide aid to the Chief and Assistant Chief on Administrative, Financial, and Human Resources functions. Provide guidance and recommendations on policies, procedures, and laws.
- Work collaboratively on long range financial plans for Parks and Recreation Division programs.
- Work collaboratively to achieve the goals and objectives outlined in the Park and Recreation Division Strategic Goals.
- Analyze the impact of Federal, State, and Local legislation. Prepare position statements and present testimony at hearings.
- Develop innovative partnerships, sponsors, events and other opportunities to enhance park and boating usage and revenue generation.
- Aggressively seek funding from grants, foundations and other sources for the parks, recreation, and boating programs, and infrastructure needs and improvements.
- Support and provide reports for the Michigan State Waterways Commission, Michigan State Parks Advisory Committee and sub-committees, the Michigan Trails Advisory Council and work groups, the Belle Isle Park Advisory Committee, and the Natural Resources Commission.
- Confer with officials of Federal, State and local agencies, legislators, governor's aides, professional organizations, and interest groups on matters relating to the Parks and Recreation Division.
- Research, analyze and provide reports on special projects, as assigned.

**Duty 3**

**General Summary:**

**Percentage: 20**

Human Resources and Labor Relations Unit

**Individual tasks related to the duty:**

- Direct and oversee the work activities of the division human resources and labor relations unit, statewide.
- Formulate current and long-range programs, plans and policies for the division human resources program, statewide.
- Direct the preparation and implementation of procedures, rules, and policies for the human resources program.
- Coordinate and manage the workers compensation program, including controlling and reducing claims and costs.
- Collaborate, participate and recommend changes for labor contract negotiations for unions within Parks & Recreation Division.
- Identify and implement strategies to recruit greater diversity into Parks & Recreation Division at all levels of employment.
- Provide labor relations support and constantly pursue program efficiencies.
- Collaborate with District and Division representatives to identify hiring priorities and efficiencies in the hiring process.
- Provide supervision and direction in the vacancy selection process and disciplinary recommendations.
- Align organizational structure of the unit to create efficiencies and close personnel and program gaps.
- Division representative for supplemental employment requests and alternate work schedule requests.

**Duty 4**

**General Summary:**

**Percentage: 20**

Financial, Appropriations, and Budgets

**Individual tasks related to the duty:**

- Direct and oversee the work activities of the division financial unit, statewide.
- Plan, organize, direct and control the budget preparation and allocation process, statewide.
- Formulate current and long range fiscal budget and expenditure plans.
- Develop and implement guidelines, practices and policies for the budget programs.
- Analyze the impact of state and federal legislation upon the budget programs.
- Monitor, review and recommend boilerplate language changes. Provide boilerplate language reports.
- Assist DNR budget office on all Division budget issues.
- Develop and update expenditure projections monthly.
- Develop, monitor and review fund balances monthly.
- Develop an effective communication tool for field staff to interpret the budget and expenditures.
- Maintain and provide recommendations to create efficiencies and employee empowerment with individual unit budgets.
- Analyze financial data on audit reports and provide summary report to Chief and Assistant Chief.
- Division representative for budget and financial requests.

#### Duty 5

##### General Summary:

Percentage: 20

Procurement, Expenditures, and Revenues. Other duties as assigned.

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

- Direct and oversee the work activities of the division revenue and expenditure unit, statewide.
  - Plan, organize, direct and control the procurement, revenue and expenditure process, state-wide.
  - Formulate current and long-range revenue generation and reconciliation plans.
  - Analyze the impact of state and federal legislation and directives upon the revenue and procurement programs.
  - Oversee monitoring of Division-wide expenditures and revenue and report to DNR Central Budget Office, the Division Chief and to staff on a quarterly and monthly basis.
  - Provide guidance, oversight and assistance to account technicians, account assistants and administrative staff in the field.
  - Assist DNR budget office on all Division revenue and procurement issues.
  - Regularly evaluate revenue and procurement systems to assure they meet best business practices.
  - Evaluate timekeeping system to ensure compliance with appropriations, to ensure efficiency, and to ensure accuracy for auditing purposes.
  - Oversee account coding to ensure compliance with appropriations and auditing.
  - Oversee staff involvement in fiscal year-end closing activities and work with DNR/MDOT Central Accounting to resolve problems at closing and throughout the year.
  - Maintain and provide recommendations to create efficiencies with the State's accounting systems.
  - Maintain and provide recommendations to improve the Central Accounting Reconciliation System (CARS).
  - Provide guidance to the field on the use of the SIGMA ESS and SIGMA MSS reporting system. Audit and evaluate approvals pathways and account coding.
  - Division representative for procurement and revenue approvals and audit.
- Other duties as assigned

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

Decisions on workload and responsibilities for direct and second-line employees.  
 Budgetary decisions to ensure that financially sound choices are made and assess impacts.  
 Resolution of field accounting issues that could affect the Division and its employees.  
 Resolution of employee issues within the Administrative Services Section.

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

Options for annual financial plan and projections, operational expenditure, capitol outlay and revenue estimates for submittal to the state budget office.  
 Changes in policy and division-wide practices.  
 Budget changes.  
 Revenue and expenditure projections.  
 Capital Outlay progress reports.  
 All appropriation requests.  
 Fund balances for all accounts.  
 Legislative requests and analyses.

#### 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.

While physical effort is minimal, there are occasions when lifting, moving, and arranging awkward or heavy items may be necessary.  
Occasional field site visits and outdoors environmental allergens and worksite conditions in various weather situations.  
Sitting, standing, computer work, and other typical office environment issues. May be subject to indoor allergens typical within an office setting.

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>
	DEPARTMENTAL MANAGER-3 14		FINANCIAL MANAGER-3 14
	FINANCIAL MANAGER-3 14		SECRETARY-A 9
	STUDENT ASSISTANT-E		

Additional Subordinates

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

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

It is essential that a state administrative manager be able to communicate well both verbally and in writing; use (operate) a computer and telephone; attend meetings or conference calls which may be lengthy.

- Manage the Administrative Services Section for the Division
- Develop and manage financial plans, including projections
- Oversee the Financial budgets, procurement and revenue for the Division and provide reports to the Chief and Assistant Chief
- Oversee the Human Resources unit for the Division, hiring, training, and disciplinary actions and provide reports to the Chief and Assistant Chief
- Assist the Chief and Assistant Chief in Administrative Services
- Provide effective Customer Service to internal and external customers
- Supervise employees

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

No PD in PARIS. PD has been updated to reflect current responsibilities. Names of systems and programs (ex. SIGMA) have been updated and included. Position description now identifies the assistance provided to the Chief and Assistant Chief. Direct supervisor for the position changed from Assistant Chief (17) to Chief (18). While the Chief directly supervises the Administrative Services Section, there is a continued expectation to keep the Assistant Chief informed on section activities and priorities, as the Assistant Chief oversees and supervises the districts, where much of the Administrative Services Section support work is needed and implemented.

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

The Administrative Service Section provides a variety of administrative, financial, personnel, and planning services for the Parks and Recreation Division. This position manages the people and financial resources for the Division and assists the Chief and Assistant Chief, as necessary. The position is responsible to ensure that the budget, financial, and human resources functions support the division and field operations effectively.

**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:**

- Thorough knowledge of fiscal planning and forecasting, and fiscal management, appropriations and the budget process.
- Thorough knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.
- Extensive knowledge of employee policies and procedures.
- Ability to plan, direct, and coordinate program and administrative activities of a complex interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.
- Ability to analyze and appraise facts and precedents in making administrative decisions.
- Ability to formulate policies and procedures based on information of a conceptual nature from varied and complex sources.
- Knowledge of accounting, auditing, budgeting, fund accounting, appropriations, and finance.
- Thorough knowledge of labor relations, organizational development, diversity and outreach, union contracts, disciplinary procedures, and human resources policies and procedures.
- Thorough knowledge of organizational management and staffing requirements as to type, number and training necessary for the accomplishment of program goals.
- Thorough knowledge of public relations techniques
- Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel, and others.

**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.***

RYAN STARKWEATHER

11/24/2025

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