

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

Position Code 1. BUREAADMD04N

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 TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) LOCAL GOVERNMENT AND SCHOOL SERVICES
4. Civil Service Position Code Description STATE BUREAU ADMINISTRATOR	10. Division
5. Working Title (What the agency calls the position) BUREAU DIRECTOR	11. Section
6. Name and Position Code Description of Direct Supervisor SMITH, KEVIN A; STATE DEPUTY TREASURER	12. Unit
7. Name and Position Code Description of Second Level Supervisor WILKINSON, LANCE; SENIOR CHIEF DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 430 W. ALLEGAN ST., LANSING / 3060 W. GRAND BLVD, DETROIT, MI / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position serves as the bureau director for the Bureau of Local Government and School Services. The Bureau is responsible for the administration and enforcement of state laws that implement provisions of the Michigan Constitution requiring taxation of real and tangible personal property, General Property Tax, P.A. 206 of 1839, a uniform system of accounting and auditing units of local government, and the preservation of the credit of the State. The Bureau is also responsible for the administration of the Public Act 436 of 2012, the Local Financial Stability and Choice Act; Public Acts 92 and 93 of 2014, the State Essential Services Assessment Act and the Alternative State Essential Services Act; Public Act 34 of 2001, Revised Municipal Finance Act; and Public Acts 109-113 of 2015, the Revised School Code and the State School Aid Act, which provide early warning and technical assistance to Michigan school districts. The position is responsible for overseeing the operations and activities of the bureau's five divisions, including the Property Services Division, the Local Audit and Finance Division, the School Review and Fiscal Accountability Division, the Community Services Division and the Michigan Infrastructure Council Division. This position will also be responsible for coordinating division-level analysis, recommendations and guidance to assist the Deputy Treasurer and other senior executive directors in planning for the implementation of pending federal and state legislation relating to or impacting the state's local governments, school districts or the State Tax Commission.

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

Oversee the operations and activities of the Bureau of Local Government and School Services. Establish long-range goals for the Bureau and determine the methods for carrying out the broad overall policies of the Bureau consistent with the agency's short- and long-term strategic plan.

Individual tasks related to the duty:

- Direct the activities of professional and non-professional staff in the Property Services Division, Local Audit and Finance Division, School Review and Fiscal Accountability Division, Community Services Division and Michigan Infrastructure Council Division in the implementation of agency programs and policies.
- Direct the activities of the State Assistant Administrators and Departmental Specialist in the implementation of agency programs, policies and special projects.
- Establish program objectives, goals, and priorities and determine operating policies, budget, and implementation methods within the context of overall agency policies and guidelines.
- Advise staff in the resolution of sensitive, complex, or precedent-setting situations; determines appropriate course of action; assigns responsibilities and monitors actions and responses.
- Direct and review research in such areas of program operations as management systems development, assessment of target audience needs, and program evaluation.
- Oversee coordination of bureau-level support to Tax Policy Bureau on federal and state legislation relating to or impacting tax administration, local governments, schools and State Tax Commission.
- Oversee Strategic Planning for the Bureau.
- Oversee the development of employee performance objectives and perform timely evaluations.
- Evaluate critical functions and associated risk factors and implement robust internal controls to ensure adherence to applicable statutes and administrative policies.
- Maintain liaison relationships within and outside of state government to ensure the Agency, bureau divisions, the State Tax Commission, Municipal Stability Board, Emergency Loan Board and Michigan Infrastructure Council interests and activities are protected and well served.
- Maintain effective relationships with State and Federal officials, Treasury Executive Office, Governor's Office and Legislature to ensure support of Bureau's programs.
- Oversee marketing activities to maintain and grow the Bureau's programs.
- Maintain memberships and participate through attendance at national conferences and meetings, as allowed per state travel and memberships policies to develop ongoing relationships.
- Effectively work with staff, other areas in Treasury, other State agencies, the Attorney General's Office, and approved contract consultants in addressing school district and local government fiscal distress issues.

Duty 2

General Summary:

Percentage: 15

Provide executive direction and oversight to the Property Services Division Administrator in the performance of the following functions:

Individual tasks related to the duty:

- Administration of the property tax laws of the state.
- Assist local units of government in the remittance of payment for accounting services and audit of collected property taxes.
- Provide guidance to taxpayers, assessors, and equalization directors on all matters related to the General Property Tax Act, including tracking and assisting in all major property tax appeals.
- Oversee tax exemption applications and their approval or denial. Conduct audits and offer information and guidance to local units of government
- Review and collection of parcel information for multiple personal property exemptions to administer the Essential Services Assessment (ESA) special tax and to provide data to other Divisions within Treasury for revenue sharing and special tax administration.
- Oversee assessor training, recertification, and discipline of nearly 2,000 certified assessors.
- Update and consolidate property tax policy guidelines with concurrent development and implementation of projects to automate and improve the efficiency of the Audit of Minimum Assessment Requirements (AMAR) process, thereby eliminating manual processing
- Facilitate the State Tax Commission's (STC) fulfillment of its statutory obligations by providing staff and guiding them on property tax and assessment administration and by generating the annual DNR-PILT roll and assessments for state-assessed properties (railroads, telephone, and rail cars) for STC review and approval.
- Provide directions to field staff in review of all 83 county equalization studies and provide recommendations to the STC for state equalized valuation.

Duty 3

General Summary:

Percentage: 15

Provide executive direction and oversight to the Local Audit and Finance Division Administrator in the performance of the following functions:

Individual tasks related to the duty:

- Utilize data analytics and processes to monitor and identify potential fiscal stress or existing at -risk or distressed communities with potential need for resources and technical assistance in partnership with the agency.
- Coordinate training and outreach assistance to Michigan's local units of government related to best financial practices for fiscal sustainability.
- Monitor the issuance of debt by units of local government; and the general financial ability of local units to borrow by reviewing Qualifying Statements, Prior Approval applications, Security Reports, Deficit Elimination Plans, and Audit reports; to promote compliance by units of local government with State law Emergency Loan Board and the Michigan Stability Board.
- Oversee the financial audit process for selected units of local government, by providing comprehensive guidance to both the local units and the wider audit community. This includes conducting reviews of selected local governments and audit firms and meticulously monitoring their compliance with the state's uniform chart of accounts, established national accounting and auditing standards, and policies set by the state.

Duty 4

General Summary:

Percentage: 15

Provide executive direction and oversight to the School Review and Fiscal Accountability Division Administrator in the performance of the following functions:

Individual tasks related to the duty:

- Monitor and analyze the fiscal health of Michigan's 893 active school districts, intermediate school districts (ISDs) and public-school academies in partnership with the Michigan Department of Education (MDE).
- Evaluate financial metrics and key health indicators in accordance with the Local Financial Stability and Choice Act, Public Acts 109 to 113 of 2015 ("Early Warning Legislation") requirements to assess local school districts' ability to meet financial obligations.
- Meet and confer with elected and administrative officials from schools and provide technical, financial and administrative support for improvements in financial management in schools that may lead to fiscal solvency and best practices in operations.
- Confer with the Treasurer, Chief Deputy Treasurer, and Deputy Treasurer for Local Government and School Services to develop and execute strategies to assist financially distressed school districts.
- Develop proposals for legislative funding changes and long-term goals.

Duty 5

General Summary:

Percentage: 15

Provide executive direction and oversight to the Community Services Division Administrator in the performance of the following functions:

Individual tasks related to the duty:

- Provide statewide technical assistance, expertise, and policy recommendations to effectively implement "Trusted Partner" assistance program to support local units of government at-risk of fiscal distress.
- Monitor the remittance of state taxes by local units of government and implement reimbursement to local capture authorities as authorized by statute,
- Perform principal residence exemption (PRE) audits,
- Review property tax exemptions (PTE) applications for recommendation to the State Tax Commission.
- Administer the property tax foreclosure process for counties which the State is the foreclosing governmental unit and Deferment of Special Assessment program.
- Confer with the Treasurer, Chief Deputy Treasurer, and Deputy Treasurer for Local Government and School Services to develop and implement legislative policy relating to local units of government.

Duty 6

General Summary:

Percentage: 15

Provide executive direction and oversight to the Michigan Infrastructure Council Division Administrator in the performance of the following functions:

Individual tasks related to the duty:

- Support the work of the Michigan Infrastructure Council (MIC) – an 18-member council legislatively created via Public Act 323 of 2018 to advise the governor and her administration on improving Michigan's infrastructure using asset management, emerging technology, and best practices from across the nation.
- Develop and implement of the 30-year infrastructure strategy to help Michigan become a leader in 21st century infrastructure.
- Confer with the Treasurer, Chief Deputy Treasurer, and Deputy Treasurer for Local Government and School Services to develop strategies to support the asset management improvement activities.

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

Decisions necessary for the general planning and effective administration of the Bureau of Local Government and School Services programs and operations.

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

Decisions that would result in major policy changes, highly sensitive matters discussed with the Deputy Treasurer or State Treasurer, and reorganization decisions that may have a material budgetary impact.

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.

Effective management and leading individuals, contractors and stakeholders. Travel and extended work hours may be required. Must be able to work well under pressure with time restrictions and contacts with top level executives, legislative officials and the public. Occasional overtime due to time sensitive deadlines or special requests.

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>
BURKS-ANDREWS, CHELAN D	STATE ASSISTANT ADMINISTRATOR 15	GAST, WILLIAM	STATE ASSISTANT ADMINISTRATOR 15
ISENBERG, JOYCELYN R	STATE ASSISTANT ADMINISTRATOR 15	KELLY, CASSANDRA B	STATE ASSISTANT ADMINISTRATOR 15
LARUWE, RYAN	STATE DIVISION ADMINISTRATOR 17	ROWLEY, DAVID S	STATE DIVISION ADMINISTRATOR 17
STECKELBERG, LARRY J	STATE DIVISION ADMINISTRATOR 17		EXECUTIVE SECRETARY-1A
	STATE DIVISION ADMINISTRATOR	VAUGHN, CARY	STATE DIVISION ADMINISTRATOR 17

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?

Agree.

23. What are the essential functions of this position?

The essential functions of the position are to: (1) manage the operations and activities of the bureau's five divisions, (2) oversee coordination of division-level support to the agency Tax Policy department with analysis, recommendations and guidance on federal and state legislation relating to or impacting local governments, school districts or the State Tax Commission, (3) oversee strategic planning for the Bureau, (4) oversee the development of employee performance objectives and perform timely evaluations, and (5) maintain liaison relationships within and outside of state government to ensure the Agency, the bureau's divisions, Municipal Stability Board, Emergency Loan Board and Michigan Infrastructure Council interests and activities are protected and well served.

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 Bureau of Local Government and School Service's function is to administer the various acts governing each division. This position is the bureau director overseeing these divisions.

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.

Desirable

Bachelor's degree in business administration, finance or accounting.

Master's degree in business or public administration.

Juris Doctorate degree with specialty in municipal and/or school finance.

EXPERIENCE:

State Bureau Administrator 18

Two years of professional managerial experience. Local Government accounting and/or administration preferred.

Alternate Education and Experience

State Bureau Administrator 18

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement supervisory experience at the 14 level; or, two years of safety and regulatory or law enforcement supervisory experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge in local government and/or school finance and administration.
- Considerable knowledge of general property tax administration, and/or local government operations and policy.
- Ability to maintain good public relations, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels.
- Ability to communicate effectively with all levels of individual expertise. Considerable knowledge of state and local relationships.
- Experience working with local government elected officials and/or administrative officers on operational, tax, legal, policy and/or financial matters.

**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.

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