|  |  |  |
| --- | --- | --- |
|  |  | Position Code |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

|  |  |
| --- | --- |
| This position description serves as the official classification document of record for this position. Please complete this form 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 |
|  | Licensing and Regulatory Affairs |
| 3.Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
|  | Construction Codes |
| 4.Civil Service Position Code Description | 10. Division |
| Departmental Technician-E | S.O.L.E. |
| 5.Working Title (What the agency calls the position) | 11. Section |
| Boards and Commissions Technician | Operations |
| 6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| Maurer, Shannon; State Administrative Manager 15 |  |
| 7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| Gensler, Alesha; State Division Administrator 17 | 611 W OTTAWA ST, LANSING, MI 48933 / 8:00am-5:00pm Monday-Friday |
| 14. General Summary of Function/Purpose of Position | |
| The individual in the position functions as the Board and Commission technician, responsible for the administration, direction, and facilitation of the thirteen (13) licensing and regulatory boards and commissions overseen by the Bureau of Construction Codes (BCC). These boards are administered under the authority of and in accordance with the Stille-Derossett-Hale Single State Construction Code Act, 1972 PA 230; Open Meetings Act, 1976 PA 267; Skilled Trades Act, 2016 PA 407; Open Meetings Act Amendment, 2022 PA 63, Utilization of Public Facilities by Physically Limited, 1966 PA 1, Elevator Safety Board, 1967 PA 227, The Mobile Home Commission Act, 1987 PA 96, Michigan-Indiana State Line Remonumentation Act, 2022 PA 81, Occupational Code, 1980 PA 299, Ski Area Safety Act, 1962 PA 199, State Boundary Commission, 1968 PA 191, and State survey and Remonumentation Act, 1990 PA 345.  This position is responsible for supporting the following boards of BCC: Barrier Free Design Board, Board of Boiler Rules, Board of Mechanical Rules, Construction Code Commission (including Appeal Review Panel), Electrical Administrative Board, Elevator Safety Board, Manufactured Housing Commission, Michigan-Indiana State Line Commission, Residential Builders’ and Maintenance and Alteration Contractors’ Board, Ski Area Safety Board, State Boundary Commission, State Plumbing Board, and State Survey and Remonumentation 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: 50**  Serve as Board and Commission administrator for BCC. Handle the tasks associated with the administration and appointment of members to the thirteen (13) licensing and regulatory boards and commissions overseen by BCC. | |
| **Individual tasks related to the duty.**   * Attend and participate in quarterly LARA Board Liaison meetings with LARA Executive staff, Governor’s Appointment Office staff and all LARA department liaisons. Participate in round table discussions regarding updates to LARA board and commission policies and procedures, any issues concerning boards and commissions and any upcoming legislation affecting boards and commission work. * Advise bureau staff of and implement any necessary changes resulting from the LARA Board Liaison meetings. * Liaise with the LARA Executive Office regarding board and commission member appointments, schedules, and complex issues. * Prepare, review, analyze and compile materials for board and commission meetings, which include agendas, public notices, packets, and minutes. * Researches and responds to inquiries from board members, attorneys, professional organizations, members of the public, and other agency staff related to board activities, and the department’s policies and procedures relating to the bureau’s thirteen (13) boards and commissions. (Move this task and the prepare, review, analyze task up to the top of the list of tasks as they should be in order of importance) * On special matters, act as the liaison between board/commission members, bureau leadership and their representative from the Office of the Attorney General. * Operate as the liaison between BCC and the Governor’s Appointments Office regarding board members. * Compile and provide vacancy information as requested by LARA Executive Office. * Communicate with board/commission members on such topics as appointments, term expirations, and Bureau notifications. * Reviews and analyzes BCC board and commissions’ policies and procedures, recommends revisions to current procedures to accommodate statutory and policy changes and to ensure consistency in form and format. (Move this task up in the order of importance) * Act as bureau SME for board/commission Egress computer system. | |
| Duty 2 **General Summary: Percentage: 35**  Independently facilitate and manage all responsibilities and supplementary tasks to the thirteen (13) boards and commissions overseen by BCC. | |
| **Individual tasks related to the duty.**   * Facilitate board and commission meetings. Advises the Board Chair on the Robert’s Rules of Order and the Open Meetings Act, 1976 PA 267, involving quorum and proper meeting procedures. * Disseminate information on the rules, regulations, policies, procedures, precedents, and terminology used by the Board members and staff, as well as specific statutes governing each board or commission. * Create review, edit, and redact electronic version of packet in accordance with statutory guidelines and federal law. Post packets in the Egress system for review by board and commission members prior to the next scheduled meeting. * Compiles, researches, analyzes, and prepares statistical information on board activities for the annual report of the Section. * Within statutory guidelines, finalize draft minutes for distribution to board members. * Compile board and commission orders and decisions utilizing meeting minutes to then draft and issue final orders and decisions of the board/commission and send final versions to effected parties. * Within statutory guidelines, post minutes in the Egress system for review by board and commission members. * Communicate with board/commission members to ensure quorum. Coordinate with appropriate staff to provide special accommodations for board/commission members when needed. * Create and send meeting notices to additional parties on the agenda. * Per DTMB’s guidelines prepare and clean up conference rooms. Take meeting notes. * Handle board and commission meeting cancellations. Send cancellation notice to staff and members. Prepare cancellation/rescheduling meeting notices to additional parties on agenda. Post cancellation on the LARA Board Liaison calendar. * Gather, review, and analyze documentation for responses to FOIA requests pertaining to boards and commissions overseen by BCC. * Establish annual meeting schedule for each board and commission. Create and send meeting invitations to staff and members. Send updates to meeting invitations to staff and members as needed. Add all meetings to the LARA Board Liaison calendar. Work with BCC’s webmaster to post meeting information on the Department’s public-facing website. * Prepare expense reimbursement forms for board and commission members. * Onboard new members to boards and commissions overseen by BCC. Request creation of State accounts, administer access to the Egress system, send welcome emails, create name plates, update Bureau records and coordinate necessary new member training. * Offboard members departing boards and commissions overseen by BCC. Request deletion of State accounts, remove access from the Egress system, send thank-you letters, post vacancy information, and update Bureau records. Coordinate other tasks as needed with the Governor’s Appointments Office and LARA Administration. * Compile and send court records and transmittals as needed. * Responsible for proper disposal of confidential documents. * (Move some of the tasks higher in the list based on order of importance) | |
| Duty 3 **General Summary: Percentage: 10**  Serve as the training coordinator for the bureau’s board and commission members and bureau staff. | |
| **Individual tasks related to the duty.**   * Develop and train BCC staff on board and commission involvement in Stille-Derossett-Hale Single State Construction Code At, 1972 PA 230; Open Meetings Act, 1976 PA 267; Skilled Trades Act, 2016 PA 407; Open Meetings Act Amendment, 2022 PA 63, and other statutes and regulations applicable to the boards and commissions overseen by BCC. * Develop and train board and commission members on the Open Meeting Act, 1976 PA 267 and applicable Acts and Statutes for the specific board. * Coordinate with representatives of the Office of the Attorney General for board/commission member training. * Train board members and staff in Egress system. * Work with IT and Civil Service partners to design training modules educating BCC staff on their role in board and commission activities. * Assign and update the training modules as needed. * Lead orientation for new members to boards and commissions overseen by BCC. Work with Bureau staff to compile materials and the Department of Attorney General to lead the orientation. * Update materials and lead refresher training as appropriate. * Collaborate with other Board Liaisons to identify pertinent topics and incorporate said topics into training materials. * Partner with other trainers throughout the Department to share, learn, and implement training best practices to help ensure continuous improvement. | |
| Duty 4 **General Summary: Percentage: 5**  Other duties as assigned. | |
| **Individual tasks related to the duty.**   * Drafts letters and memoranda for signature by the Section Manager, in response to inquiries for information from board members, licensees, and/or the general public and other correspondence, as requested. * Train identified staff for back-up coverage on board and commission responsibilities. * Assist with other administrative functions within BCC. * Keeps the Section manager informed of Section details and advises of potential problems. * Prepare other reports and documents, as assigned. * Complete special projects as needed for Section manager and Bureau Leadership. | |
| 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.  Decisions relative to the means and methods by which to create and compile data from various systems; decisions relative to initial development of procedures; establishment of daily priorities; and determination of course of action necessary to keep projects and work on schedule.  The general public, bureau staff, and the department may be affected by these decisions. | |
| 17. Describe the types of decisions that require the supervisor’s review.  Administrative actions, recommendations, and decisions that create precedent or have political implications; areas that impact others in the section, division, or bureau. Supervisor would review issues of an unusually complex or sensitive nature. | |
| 18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.  Extended periods of time spent on the computer during the workday and in-person attendance of board and commission meetings. Periodic travel to attend meetings. | |

|  |  |  |  |
| --- | --- | --- | --- |
| 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. (If more than 10, list only classification titles and the number of employees in each classification.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):  **N Complete and sign service ratings. N Assign work.**  **N Provide formal written counseling. N Approve work.**  **N Approve leave requests. N Review work.**  **N Approve time and attendance. N Provide guidance on work methods.**  **N Orally reprimand. N 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?  The individual in the position functions as the Board and Commission technician, responsible for the administration, direction, and facilitation of the thirteen (13) licensing and regulatory boards and commissions overseen by the Bureau of Construction Codes (BCC). These boards are administered under the authority of and in accordance with the Stille-Derossett-Hale Single State Construction Code Act, 1972 PA 230; Open Meetings Act, 1976 PA 267; Skilled Trades Act, 2016 PA 407; Open Meetings Act Amendment, 2022 PA 63, Utilization of Public Facilities by Physically Limited, 1966 PA 1, Elevator Safety Board, 1967 PA 227, The Mobile Home Commission Act, 1987 PA 96, Michigan-Indiana State Line Remonumentation Act, 2022 PA 81, Occupational Code, 1980 PA 299, Ski Area Safety Act, 1962 PA 199, State Boundary Commission, 1968 PA 191, and State survey and Remonumentation Act, 1990 PA 345.  This position is responsible for supporting the following boards of BCC: Barrier Free Design Board, Board of Boiler Rules, Board of Mechanical Rules, Construction Code Commission (including Appeal Review Panel), Electrical Administrative Board, Elevator Safety Board, Manufactured Housing Commission, Michigan-Indiana State Line Commission, Residential Builders’ and Maintenance and Alteration Contractors’ Board, Ski Area Safety Board, State Boundary Commission, State Plumbing Board, and State Survey and Remonumentation Commission. | | | |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  No change | | | |
| 25. What is the function of the work area and how does this position fit into that function?  The Administrative Section is responsible for all bureau administrative services, i.e., bureau budget, oversight of rule promulgation, performance reporting, FOIA, all board responsibilities and IT support.  This position is responsible for the administration of the 13 boards and commissions overseen by BCC as well as review of appeals, approvals, and applications pertaining to said boards and commissions, in accordance with Stille-Derossett-Hale Single State Construction Code At, 1972 PA 230; Open Meetings Act, 1976 PA 267; Skilled Trades Act, 2016 PA 407; Open Meetings Act Amendment, 2022 PA 63, and other applicable statutes and regulations. | | | |

|  |
| --- |
| 26. What are the minimum education and experience qualifications needed to perform the essential functions of this position? |
| **Education**:  Possession of a high school diploma or a GED certificate.  **Experience:**  One year of administrative support experience where use of personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update and analyze information is an essential part of the work, including one year equivalent to the 6-level administrative support experience.  **Knowledge, Skills, and Abilities**:  Possession of a high school diploma or a GED certificate.  Ability to evaluate data and to organize and present information effectively.  Ability to accept responsibility and perform as a team member.  Ability to synthesize and evaluate a variety of data for use in program development and monitoring.  Ability to coordinate resources, work effectively in a team setting, and evaluate processes and procedures for improvements.  Ability to work collaboratively with both internal and external stakeholders.  Ability to assess operations from the standpoint of management controls, systems, and procedures.  Ability to develop program policies, guidelines, procedures, outcome objectives and assessment strategies.  Ability to compose business letters and generate reports.  Ability to navigate and maintain files within IT systems.  Ability to work well under pressure and process work in a timely manner to meet established deadlines.  Ability to take accurate meeting minutes.  Skills in oral and written communications, planning and organizing work, and paying attention to details.  **Certificates, Licenses, Registrations**:  None. |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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’s Signature Date** |
| TO BE FILLED OUT BY APPOINTING AUTHORITY |
| Indicate any exceptions or additions to statements of the employee(s) or supervisors. |
| *I certify that the entries on these pages are accurate and complete.*    **Appointing Authority** **Signature Date** |
| TO BE FILLED OUT BY EMPLOYEE |
| *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’s Signature Date** |

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