

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

**Position Code**

1. SENDPDIRB27N

## 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> CIVIL SERVICE COMMISSION
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Human Resource Operations
<b>4. Civil Service Position Code Description</b> SENIOR DEPUTY DIRECTOR	<b>10. Division</b> EXECUTIVE OFFICE
<b>5. Working Title (What the agency calls the position)</b> DEPUTY DIRECTOR	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> JONATHAN PATTERSON; SENIOR CHIEF DEPUTY DIRECTOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> JOHN GNODTKE; SENIOR DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 400 S PINE STREET, LANSING, MI 48933 / MONDAY - FRIDAY, 8 AM TO 5 PM

**14. General Summary of Function/Purpose of Position**

This position serves as a deputy director overseeing work areas in central office for the Civil Service Commission and as a member of the Leadership Council. The position is responsible for the formulation and implementation of the agency's mission, critical policies, strategic plans, directives, and organizational structure of the agency. The position oversees the Bureau of Data and Applications Support, the Bureau of Business Administration, the Office of Classification, Selection & Compensation, and HR Training and Development.

**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.**

**80**

Direct the activities of office administrators within the Bureau of Data & Applications Support (BDAS), Bureau of Benefits Administration (BBA), , the Office of Classification, Selection and Compensation (OCSC), and Human Resource Training and Development (HRTD).

- Serve as a member of the Director's leadership team.
- Plan, organize, and direct staff.
- Provide guidance and consultation to administrators to accomplish agency goals and objectives.
- Direct and evaluate research toward business practice improvements.
- Select staff, provide direction in work, and develop and evaluate work performance.
- Determine appropriate courses of action to resolve issues related to program areas.

**Duty 2**

**General Summary:**

**Percentage:** 10

Serve as Deputy Director and as a member of the Leadership Council

**Individual tasks related to the duty:**

- Assist the Director in the formulation of state-wide policies, Civil Service Regulations and CSC work rules.
- Formulate and implement strategic plans, initiatives, and objectives to implement agency goals and directives.
- Apprise the Chief Deputy Director and Director of sensitive or controversial issues and takes appropriate action as necessary
- Represent the Chief Deputy Director or Director at meetings, hearings, or conferences.
- Attend Leadership Council meetings, providing input and suggestions regarding issues of department-wide or statewide significance
- Attend Human Resources Director meetings.

**Duty 3**

**General Summary:**

**Percentage:** 10

Other duties as assigned

**Individual tasks related to the duty:**

- Serve on statewide committees as an MCSC representative.
- Provide assistance to other state agencies as needed.
- Direct special projects.

**Duty 4**

**General Summary:**

**Percentage:**

**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.**

Policy, budget, and personnel decisions. Decisions can have an impact on the parties involved, an entire agency, or statewide.

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

Deviation from civil service rules and regulations or the strategic initiatives, directives, or goals expressed by the state personnel director.

**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.**

Standard office environment. Occasional travel may be required.

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>

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?

To serve as a deputy director for the Civil Service Commission and as a member of the Director's Leadership Council. Provide oversight and direction to the Bureau of Benefits Administration, Bureau of Data & Applications Support, Office of Classification, Selection, and Compensation, and HR Training Development.

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

Due to restructuring, this inactive position will assume responsibility for oversight and direction of the four central-office work areas providing regulatory and other statewide services for the commission.

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

The executive office develops policies governing personnel matters in the state classified service as authorized in Article XI, Section 5 of the Michigan Constitution. This position provides direct assistance to the director in formulating and implementing all agency activities.

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:**

Two years of experience as a director of a division.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of civil service rules and regulations. Extensive knowledge of state government human resources, business operations, budgeting, and management. Ability to allocate resources, implement management control and evaluate systems, to develop and implement creative and innovative solutions to complex problems and provide leadership. Ability to

research and analyze information and develop policies pertaining to numerous subject matters. Ability to communicate effectively.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

None required.

*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