

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

<b>Position Code</b> 1. DEPTMGR3
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## 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> MDHHS-DPT OF HUMAN SVC CNTL OF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Departmental Manager-3	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> SCHOENOW, KRISTINE M; STATE DIVISION ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> VAN DAM, PAULA K; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Official Office: 235 S. Grand Ave., Lansing MI 48909 / Monday-Friday 8:00-5:00

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

This position functions as the manager over the Weatherization Assistance Program staff including: Weatherization Departmental Specialists, Department Analysts, Building Code Inspector Lead Workers, Weatherization Coordinators, and Program Assistants positions overseeing the federal Weatherization Assistance Program, the Low income Home Energy Assistance Program (LIHEAP) weatherization, and other federal, state, and private funding flowing through the Department of Health and Human Services to the state's network of 26 local weatherization operators and others when added to the program. The function of this position is to provide supervision to subordinate staff, and to provide support and direction related to weatherization programs and operations.

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: 45**

Provide ongoing supervision and direction to staff.

**Individual tasks related to the duty:**

- Direct activities of subordinate staff to meet weatherization goals and objectives.
- Provide guidance in implementing weatherization program initiatives.
- Evaluate performance and skills development of subordinate staff. Complete staff performance evaluations.
- Monitor subordinate staff work assignments to ensure work is completed timely and accurately.
- Provide training to staff and grantee as needed.
- Develop and maintain a master calendar reflecting all weatherization operations and deadlines.
- Conduct staff meetings.
- Select staff and ensuring equal employment opportunity in hiring and promotion.
- Conduct step/grievances when applicable

**Duty 2**

**General Summary:**

**Percentage: 45**

Responsible for internal weatherization operations.

**Individual tasks related to the duty:**

- Serve as Bureau liaison on weatherization matters to DHS divisions and offices, including Accounting, Audit, Budget, Financial Management, Human Resources, Office of Contracts and Rate Settings, and Purchasing as well as DIT and Dept. of Treasury.
- Develop and maintain written internal office (staff) policies and procedures.
- Ensure compliance with established program standards, practices and procedures.
- Ensure timely and accurate submission of required weatherization reports
- Responsible to oversee development of written standards and procedures for weatherization program delivery
- Responsible to oversee development of written standards and procedures for weatherization monitoring and corrective action
- Ensure compliance with all weatherization reporting requirements
- Serve as back up to Bureau Director on weatherization matters.
- Attend weatherization meetings on behalf of Bureau Director as needed.

**Duty 3**

**General Summary:**

**Percentage: 10**

Other duties as assigned by the Bureau Director.

**Individual tasks related to the duty:**

Other duties as assigned by the Bureau Director.

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

- Supervision of staff, including making assignments, assessing assignment completion and quality, performance planning and evaluation.
- Speaks for and represents Bureau in designated intra- and inter-departmental venues.

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

The BCAEO Executive Director, unless otherwise indicated, would generally sign-off and/or approve matters relating to:

- Public statements to external entities about Bureau actions, decisions, plans.
- Interaction with the Community Action Agency/Limited Purpose Agency Directors, the Executive Office of the Governor, members of the Michigan Legislature and/or their staff, the Executive Office of the Department of Human Services, or the media.

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.

Normal use of office equipment and space including computers, printers, faxes, telephone equipment, copy machines. The majority of the time will be spent in a remote environment with occasional meetings in the BCAEO headquarters using technology to remain in contact with partner organizations. There may be some travel for various meetings and to provide appropriate oversight and support to staff conducting training and monitoring in the field. Some lifting may be involved concerning the transport of materials for off-site meetings. Also involved is some driving to various 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
KAMALAY, MADELEINE E	DEPARTMENTAL SPECIALIST-2 13	ADDISON, CHRISTOPHER I	DEPARTMENTAL ANALYST-A 12
HANSEN, HARVEY	BUILDING CODE INSPECTOR-E E11	ODETTE, MATTHEW J	BUILDING CODE INSPECTOR-E E11
ONDRUS, PATRICK J	DEPARTMENTAL TECHNICIAN-E E9		

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 manage and supervise subordinate staff and oversee internal BCAEO Weatherization operations

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

New Positions

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

The function of the work area is to deliver several federal and state programs aimed at assisting low-income families to be more self-sufficient. This position's function is to provide 2nd line supervision over staff administering the weatherization program within the Bureau of Community Action and Economic Opportunity

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:**

**Departmental Manager 13 - 15**

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Please reference job specification. In addition:

- Knowledge of the U.S. Dept. of Energy Weatherization Assistance Program
- Knowledge of the Bipartisan Infrastructure Law (Weatherization Expansion)
- Knowledge of federal grant administration
- Knowledge of Michigan's network of Local Weatherization Operators
- Ability to communicate effectively in writing and verbally.
- Ability to manage and motivate direct reports.
- Excellent organizational ability.
- Ability to systematically formulate program and office policies and procedures.

The Michigan Department of Health and Human Services mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness. For more information, please visit MDHHS Diversity Equity and Inclusion.

**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.***

JULIE KELLY

1/27/2023

\_\_\_\_\_  
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