

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

Position Code

1. DEPTMGR3H46N

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Aeronautics
4. Civil Service Position Code Description DEPARTMENTAL MANAGER-3	10. Division
5. Working Title (What the agency calls the position) Aero Finance and Operations Unit Supervisor	11. Section Airport Planning and Development
6. Name and Position Code Description of Direct Supervisor WISE, LAURA; AVIATION MANAGER-4	12. Unit Finance and Operations
7. Name and Position Code Description of Second Level Supervisor SMITH, LINN P; STATE ADMINISTRATIVE MANAGER-2	13. Work Location (City and Address)/Hours of Work 2700 Port Lansing Rd, Lansing / M-F 7:30-4:30pm AWS

14. General Summary of Function/Purpose of Position

As a first-line professional manager of professional positions in a complex work area, oversees and manages the Michigan Department of Transportation's (MDOT) Office of Aeronautics' Finance and Operations Unit which includes the following functions:

1. Overseeing the budgetary planning, execution and monitoring for the Office of Aeronautics.
2. Directing the Office of Aeronautics' Airport Improvement Program (AIP) grant and supporting staff.
3. Directing the Office of Aeronautics' contracting, procurement, and purchasing, in consultation with the Bureau of Finance and Administration.

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: 30

Provide oversight, development, and monitoring of the Office of Aeronautics' budgetary requirements in coordination with the Office Executive Team and individual section heads.

Individual tasks related to the duty:

- Develop the Office of Aeronautics' annual budget requests across several line items including Capital Outlay, Aviation Services, Air Fleet Operations, and the Air Service Program.
- Ensure annual budget boilerplate reporting requirements are completed.
- Develop and disseminate unit budgets in coordination with section managers and unit manager.
- Recommend adjustments to spending or revenue expectations based on real-time monitoring of financial information.
- Support and collaborate with MDOT Bureau of Finance and Administration staff that support Aeronautics' functions.
- Provide monthly analysis of Office financial status – including both operational and capital outlay budgets.
- Monitor and analyze information provided by Department of Treasury related to aviation revenue sources.
- Ensure Office is in compliance with existing financial controls and P-card spending.
- Oversee year-end processes for the Office, vendors, and contractors. Implements training, as necessary, for internal and external parties.
- Oversee Aeronautics' bond and loan programs when available.
- Ensure non-AIP operational financial functions are executed appropriately.
- Ensure all Office purchases are procured in accordance with existing MDOT policies.

Duty 2

General Summary:

Percentage: 30

Direct and support the Office of Aeronautics' AIP financial functions.

Individual tasks related to the duty:

- Ensure all Office financial transactions are conducted in accordance with existing contracts, purchase orders, or other documents.
- Assist in the financial review of state-owned airport contractors.
- Oversee the fiscal management of the grants from obligation to closeout. Ensure compliance with state and federal requirements.
- Monitor timeliness of payments, continually review process for improvement opportunities. Implement training as necessary for consultants, airports, and internal staff.
- Track, monitor, and report fiscal status of obligated grants and programs.
- Oversee the Office of Aeronautics' contracts and amendments, coordinate with Federal Aviation Administration (FAA) and MDOT Contract Services Division (CSD) as needed.
- Oversee audit requests.
- Oversee the year-end processes for the AIP program.

Duty 3

General Summary:

Percentage: 30

Direct, support, and oversee activities of the unit subordinate staff, ensuring alignment with organizational objectives and adherence to policies and standards.

Individual tasks related to the duty:

- Recommend modifications to staff time allocation and staffing levels to meet Office needs.
- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Delegate work assignments and coordinate the workload of subordinates.
- Hold team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Review union contracts and Civil Service rules/regulations and consistently reference in decision making to ensure compliance with contracts and rules. Contact the Office of Human Resources, Labor Relations Section for guidance or questions.

- Approve timesheets timely to ensure all hours worked are recorded properly, any time away from work (e.g., annual leave, school leave, sick leave/time, lost time, union leave, Family Medical Leave Act, etc.) was recorded properly, and ensure timesheet compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures.
- Manage employee relations including addressing employee issues and conflicts, overseeing the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and handling labor relations activities. Ensure compliance with equal employment opportunity (EEO) requirements.
- Mentor staff and facilitate knowledge management. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- 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.

Those decisions of a day-to-day nature on the administration of the unit.

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

Those impacting office or department-wide policy or financial decisions would require supervisory review.

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.

Typical duties associated with an office environment, including remaining in a stationary position during shift while operating a computer for extended periods of time. Position may require availability outside normal working hours based on operational needs.

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 ANALYST-A 12		DEPARTMENTAL ANALYST-E
	DEPARTMENTAL ANALYST-E P11		DEPARTMENTAL ANALYST-E P11
	FINANCIAL SPECIALIST-2		GENERAL OFFICE ASSISTANT-E
	STUDENT ASSISTANT-E A		

Additional Subordinates

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

Y Complete and sign service ratings.

Y Provide formal written counseling.

Y Approve leave requests.

Y Approve time and attendance.

Y Orally reprimand.

Y Assign work.

Y Approve work.

Y Review work.

Y Provide guidance on work methods.

Y 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?

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

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

This position serves as a collaborative work unit crossing function boundaries to ensure appropriate financial oversight, administrative oversight, and facility oversight – each of which is critical to the Office overall.

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:

Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.

Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.

Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs.

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.

LOGAN BRISTOL

Appointing Authority

7/22/2026

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