

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

Position Code 1. DEPTMGR3C30N

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 LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Rehabilitation Services
4. Civil Service Position Code Description DEPARTMENTAL MANAGER-3	10. Division Michigan Career and Technical Institute
5. Working Title (What the agency calls the position) Manager of Instruction	11. Section Administration
6. Name and Position Code Description of Direct Supervisor SMITH, BRIAN C; DEPARTMENTAL MANAGER-4	12. Unit Instructional Services
7. Name and Position Code Description of Second Level Supervisor ZUNIGA, JENNIFER L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 11611 W. Pine Lake Rd., MI / Monday-Friday 8:00AM-5:00PM

14. General Summary of Function/Purpose of Position

This position serves as a first line manager over professional positions in a complex work area. Position is responsible for supervising the Instructional Unit of Michigan Career and Technical Institute's (MCTI) on-campus and off campus programs. MCTI is a comprehensive vocational training and rehabilitation program. This position is responsible for but not limited to the following: Instructional Performance, Occupational Advisory Committees, Educational Support, Curriculum Development, and Continuous Improvement. This position is responsible for the Council on Occupational Education (COE) Accreditation Best Practices, Standards, Annual Reports, required in-person annual trainings, and Self-Studies. Ensure the facility is in compliance with COE and always prepared for on-site audits. Coordinates and functionally supervises the Career and Technical Education programs.

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: 60**

Direct, coordinate, and evaluate all functions (including labor market-demand, completion, placement, and licensure rates and cost effectiveness) of vocational-technical instructional programs for twelve (12) training departments.

Individual tasks related to the duty:

- Administer continual review of the procedures and policies in the instructional programs including off campus programming.
- Direct budget and cost control procedures to assure cost are reasonable, allocable and necessary.
- Direct, guide, and make assignments to trade instructors, registered nurses (instructors for C.N.A. program), instructional blended/contract staff, and a departmental technician.
- Plan and implement corrective action as necessary.
- Ensure competency based curriculum in all areas.
- Conducts or manages performance reviews and analyze findings; plans and implements corrective action as necessary.
- Manage and document staff via development, monitoring, and facilitating annual work.
- Completes performance evaluations, administering of discipline, and approval of leave use.
- Selects and assigns staff, ensuring equal employment opportunity in hiring and promotions, identifies staff development needs, and ensures that training is obtained.
- Ensures that proper labor relations and conditions of employment are maintained.
- Oversees the progress of units by conducting staff meetings and individual meetings with first-line supervisors to discuss operating problems, organization, budgetary matters, personnel matters, technical problems and the status of projects.

Duty 2

General Summary: **Percentage: 20**

Oversee the Council on Occupational Education (COE)

Individual tasks related to the duty:

- Oversee the implementation and documentation of the COE accreditation process for approved post-secondary education.
- Analyze and recommend changes to MCTI policy and business practices in order to maintain compliance with COE Standards
- Ensure curriculum meets COE standards
- Ensure Work Based Learning Activities and documentation meet COE Standards
- Ensure COE Plans are reviewed and updated yearly
- Ensure Occupational Advisory Meetings meet COE standards.

Duty 3

General Summary: **Percentage: 10**

Participate in Agency formal structures to manage operational plan for continuous improvement of the organization. Exercise leadership by promoting communication, collaboration, and innovation within the organization and with community partners.

Individual tasks related to the duty:

- Participate in, chair, or provide input to statewide work groups focused on program effectiveness, policy development, customer satisfaction, service delivery efficiencies, finance, etc.
- Ensure compliance with accrediting organizations, i.e., Council on Occupational Education, and regulatory agencies such as Michigan Occupational Safety and Health Authority (MIOSHA) to maintain accreditation and the highest level of professional standards.

Duty 4

General Summary: **Percentage: 5**

Serve as a school Administrative Review Officer as part of the Client Appeals Process.

Individual tasks related to the duty:

- Act as Review Officer during client appeals process.
- Hear evidence, make report of findings and recommendations to the client and school administration.
- Maintain contact with outside, statewide resources, such as staff from the Client Assistance Program, Michigan Protection and Advocacy, etc.
- Act as a school representative in the event of a state level client fair hearing.

Duty 5

General Summary: **Percentage: 5**

All 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.

Supervision and development of staff in the MCTI instructional area on campus and for off campus programs. Development and management of operating and equipment budgets for units under the supervision of this position; policy interpretation for staff and clients; student appeal decisions, coaching staff for performance development; program evaluation, and program planning and development.

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

Decisions of a statewide, highly politically sensitive, or extremely controversial, magnitude or which impact other agency divisions or units. Recommendations to terminate or initiate training departments. Recommendations to initiate serious disciplinary actions.

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.

Frequent: sitting, walking, talking, listening, writing, driving, and reading

Periodic: lifting, standing, bending, stooping, climbing, kneeling, crouching, reaching, carrying, and transporting equipment

Conditions: generally indoors; periodic exposure to inclement weather when driving to and from meeting sites. High stress levels from crisis management demanding prompt decision-making.

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>
GARCIA, TRACY A	DEPARTMENTAL TECHNICIAN-E 8	GLASHEEN, SUSAN J	REGISTERED NURSE-1 12
KELLOGG, DIANE A	REGISTERED NURSE-2 13	VACANT	SECRETARY-E
PETERS, CHAD W	TEACHER AIDE-E E8	VACANT	TRADES INSTRUCTOR-A
VACANT	TRADES INSTRUCTOR-A	LAFORGE, CHRISTOPHER L	TRADES INSTRUCTOR-E 11A
SMITH, CHERI M	TRADES INSTRUCTOR-E 11C	WOODEN, HEATHER M	TRADES INSTRUCTOR-E 11C
NEAL, RENEE	TRADES INSTRUCTOR-E 11C	GILTROP, JOHN	TRADES INSTRUCTOR-E 11A
VACANT	TRADES INSTRUCTOR-E	MILLER, PAMELA	TRADES INSTRUCTOR-E 11E
GALIPEAU-SINGSON, DENISE	TRADES INSTRUCTOR-E 11D	WRIGHT, KENNETH I	TRADES INSTRUCTOR-E 11C
HETTINGER, GRACE A	TRADES INSTRUCTOR-E 11C	RAMAKER, JODY A	TRADES INSTRUCTOR-E 11C
GLAVE, MATTHEW	TRADES INSTRUCTOR-E 11A	SCHMIEGE, BRETT J	TRADES INSTRUCTOR-E 11C
FLIARMAN, NICOLE G	TRADES INSTRUCTOR-E 11C	VACANT	TRADES INSTRUCTOR-E
BRENTS, THOMAS C	TRADES INSTRUCTOR-E 11B	LECHNER, DEBORAH C	TRADES INSTRUCTOR-E 11A
WHITMORE, BRYAN A	TRADES INSTRUCTOR-E 11C	VACANT	TRADES INSTRUCTOR-E
GAGNON, JEFFREY N	TRADES INSTRUCTOR-E 11C	VANHOOSE, DAVID E	TRADES INSTRUCTOR-E 11D
REYNOLDS, ADAM	TRADES INSTRUCTOR-E 11D	BRITTON, BRUCE T	TRADES INSTRUCTOR-E 11D
HAMILTON, HEATHER M	TRADES INSTRUCTOR-E 11D		
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?

This position serves as a first line manager over professional positions in a complex work area. Position is responsible for supervising the Instructional Unit of Michigan Career and Technical Institute's (MCTI) on-campus and off campus programs. MCTI is a comprehensive vocational training and rehabilitation program. This position is responsible for but not limited to the following: Instructional Performance, Occupational Advisory Committees, Educational Support, Curriculum Development, and Continuous Improvement. This position is responsible for the Council on Occupational Education (COE) Accreditation Best Practices, Standards, Annual Reports, required in-person annual trainings, and Self-Studies. Ensure the facility is in compliance with COE and always prepared for on-site audits. Coordinates and functionally supervises the Career and Technical Education programs.

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

Position description hasn't been updated since 2002/ no PD in PARIS. Changes reflect duties/ tasks changes over the past 20 year which includes a department change and programs. The overall function and responsibility for supervising the Instructional Unit of Michigan Career and Technical Institute's (MCTI) on-campus and off campus programs remains the same.

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

The Institute provides comprehensive rehabilitation services, occupational training, support services, and competitive/integrated job placement services in a residential setting. The Manager of the Instructional Unit provides supervision, direction, control and evaluation of this Unit.

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 Manager14

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:

Management of staff through development, monitoring and facilitating annual work plans, performance appraisals, administer discipline and approval of leave usage.

Identification, evaluation, and development of new initiatives and/or programs that meet the needs of customers.

Provide direct supervision to MCTI 's Instructional Unit and support staff.

Determine outcomes for student appeals.

Direct staff and students in unexpected events such as emergency situations or power failures.

Ensure all aspect of the Commission on Occupational Education (COE) accreditation requirements are fulfilled.

Ability to manage the Instructional Unit Budget.

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.

None

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