

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

<b>Position Code</b>
1. SENDPDIRB10N

## 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 SOUTH PINE STREET, LANSING MICHIGAN 48933 / MONDAY - FRIDAY, 8 AM TO 5 PM

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

This position serves as a deputy director and as a member of the Leadership Council for the Civil Service Commission. This position is responsible for the formulation and implementation of the agency's mission, policies, strategic plans, directives, organization structure, etc. This position oversees Human Resources 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:** 80

Oversee the activities of group-4 managers that provide direction for statewide HR offices that comprise Human Resources Operations.

**Individual tasks related to the duty:**

- Plan, organize, and direct staff.
- Provide guidance and consultation to directors and office administrators to accomplish 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 Director of sensitive or controversial issues and takes appropriate action as necessary.
- Represent the 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

Implement or direct all other special assignments.

**Individual tasks related to the duty:**

- Serve on statewide committees as a CSC representative.
- Provide assistance to other state agencies, as needed.
- Direct special projects.

**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 made can impact the entire agency and may have a statewide impact.

**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 member of the Director's Leadership Council, as well as oversight of HR Operations.

**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 direct oversight and direction of HR Operations.

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

The Civil Service Commission executive office develops policies and civil service regulations governing personnel matters in the state classified service as specified in Article XI, Section 5 of the Michigan Constitution. This position directly assists the state personnel director in the formulation and implementation of all department 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 or equivalent.

**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.*

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Supervisor

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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.*

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Appointing Authority

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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.*

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Employee

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Date