

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**DEPARTMENTAL SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a departmental program or specialty area; or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

**Position Code Title - Departmental Specialist-2**

Departmental Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

**Position Code Title - Departmental Specialist-3**

Departmental Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

**Position Code Title - Departmental Specialist-4**

Departmental Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to a deputy director, chief deputy director, or unclassified equivalent.

**NOTE:**

There are two professional specialist concepts:

**Specialty Area:** Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

**Administrative Assistant:** Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

## **JOB DUTIES**

**NOTE:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

**Administrative Assistant:**

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedures development.

Participates in budget development.

Represents the official at meetings.

**Specialist:**

Designs and conducts surveys or special studies to determine needs and to assist in planning, implementing and evaluating programs, consolidates data, and prepares reports.

Establishes, administers, and evaluates programs; recommends program policies and procedures; and designs forms.

Collects and maintains program data necessary to meet program reporting and evaluation requirements, and the goals of the agency.

Analyzes ongoing program operations and recommends modifications of policies and procedures to meet commitments more effectively.

Evaluates documents and applications for possible inclusion in programs; determines eligibility or compatibility; determines acceptability of documents or applications and decides on the appropriate action(s) to take.

Recommends criteria, standards, and guidelines to assess agencies' program structures and determines their compatibility with the objectives and priorities of the state.

Interprets existing and proposed laws, policies, and procedures as they relate to a program area. Consults with state, local and federal government as well as interested parties in this regard.

Assesses the social, economic, political, operational, and organizational implications of existing and proposed policies and program decisions.

Designs and implements methods for program review, evaluation and cost analysis.

Formulates procedures, policies, and guidelines for assigned departmental programs.

Performs duties of unusual significance or importance to the Department.

Makes recommendations in areas of expertise.

Develops program goals and plans for implementation.

Develops alternative strategies for programs based on analysis and research in an assigned specialty area.

Acts as a liaison with other agencies, organizations, and employees to coordinate departmental programs.

Plans and coordinates the training of staff in designated program activities.

Serves as a technical advisor and liaison with industry, community groups, and/or governmental agencies.

Conducts special projects and studies.

Prepares budgets.

Maintains records, and prepares and correspondence related to the work.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the need, preparation, and use of reports.

Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

### **Working Conditions**

None

### **Physical Requirements**

None

### **Education**

Possession of a bachelor's degree in any major.

### **Experience**

Departmental Specialist 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.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

### **Special Requirements, Licenses, and Certifications**

Alternative experience qualifications of nonprofessional experience, previously identified by the appointing authority and approved by Civil Service, will be accepted as a substitute for the required classified, professional experience for the classification. The nonprofessional experience must be related to departmental programs and services that provide the required knowledge, skills, and abilities.

Individuals appointed must possess the department-specific alternative experience for positions within that agency only.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### **Job Code**

DEPTLSPL

#### **Job Code Description**

DEPARTMENTAL SPECIALIST

#### **Position Title**

Departmental Specialist-2

Departmental Specialist-3

Departmental Specialist-4

#### **Position Code**

DEPSPL2

DEPSPL3

DEPSPL4

#### **Pay Schedule**

NERE-182

NERE-186

NERE-188

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