

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

STATE DIVISION ADMINISTRATOR

JOB DESCRIPTION

Employees in this job, under executive direction, develop and implement new approaches to departmental administration. The employee is required to plan and direct specific departmental activities and, in conjunction with divisional management staff, reviews and evaluates the work of program personnel to ensure conformance with general guidelines, methods, techniques, policies, and laws. Supervisory functions include approving leaves, conducting service ratings, counseling employees, suspending or dismissing employees, participating in employee grievance procedures, and the hiring and training of personnel. All ECP Group 4 positions must be identified by the Appointing Authority and accepted by Civil Service.

There is one classification in this job.

Position Code Title – Division Administrator

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The employee functions as a division administrator serving as the overall director of a divisional program.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Plans, organizes, directs, and controls the work activities of a divisional program.

Formulates current and long-range programs, plans, and policies for the divisional program.

Coordinates work by scheduling assignments and directing the work of subordinate supervisors.

Directs the revision of rules, regulations, and procedures to meet changes in law or policy.

Develops budget recommendations for capital outlay, personnel services, equipment, and materials.

Analyzes the impact of federal, state, and local legislation, prepares position statements, and presents testimony at hearings.

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Conducts staff meetings and conferences with assistants to discuss operating problems, organization, budgetary matters, personnel matters, technical problems, and the status of programs and projects.

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.

Confers with officials of federal, state, and local agencies, legislators, governor's aides, professional organizations, and interest groups on matters relating to the program.

Maintains records, prepares reports, and conducts correspondence relative to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

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

Extensive knowledge of federal, state, and local relationships that impact the operations of a department.

Extensive knowledge of current literature in the field.

Extensive knowledge of training and supervisory techniques.

Extensive knowledge of employee policies and procedures.

Thorough knowledge of state government organization and functions.

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

Thorough knowledge of methods of planning, developing, and administering programs.

Thorough knowledge of fiscal planning and management.

Thorough knowledge of staffing requirements as to type, number, and training necessary for the accomplishment of program goals.

Thorough knowledge of labor relations and equal employment opportunity policies and procedures.

Thorough knowledge of public relations techniques.

Ability to instruct, direct, and evaluate employees.

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

Ability to analyze and appraise facts and precedents in making administrative decisions.

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

Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel, and others.

Ability to communicate effectively.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in any major.

Experience

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Alternate Education and Experience

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

DIVISNADM

Job Code Description

State Division Administrator

Position Title

State Division Administrator

Position Code

STDIVADM

Pay Schedule

NERE-062P

ECP Group 4
Revised 4/14/09
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