

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STDDADM1

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 MILEAP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Higher Education
4. Civil Service Position Code Description State Administrative Manager-1	10. Division
5. Working Title (What the agency calls the position) Director of Data and Evaluation	11. Section
6. Name and Position Code Description of Direct Supervisor COSME, DIANN; STATE DIVISION ADMINISTRATOR	12. Unit Data and Evaluation
7. Name and Position Code Description of Second Level Supervisor SZURPICKI, SARAH L; SPECIAL APPOINTEE	13. Work Location (City and Address)/Hours of Work 105 W. Allegan Street Lansing, MI/Hybrid / Monday-Friday 8am-5pm

14. General Summary of Function/Purpose of Position

This position is within the Michigan Department of Lifelong Education, Advancement and Potential's Office of Higher Education and is responsible for managing and leveraging postsecondary data to ensure the effective administration and continuous improvement of State financial aid programs and other programs within the OHE. It assists with the development and implementation of comprehensive strategic plans that align with the mission and vision of MiLEAP and will help to develop OHE's strategic research priorities and manage relationships with research partners. Additionally, this position supports collaborative relationships with key stakeholders—both internal and external to State government—to promote visibility, enhance outreach, and contribute to the strategic design of policies, programs, research, and tools that expand postsecondary participation across the state, and supports the conduct of compliance and monitoring for OHE programs, in connection with program administration teams.

This position directs and participates in the development, interpretation, evaluation, and recommendation of department policies, procedures, rules, regulations for the effective operation of the department's programs with respect to compliance, monitoring and internal controls. This individual is responsible for selection and assignment of staff, ensuring equal employment opportunity in hiring and promotion, evaluation of employee performance through the review of completed work assignments, and identification of staff development and training needs and ensures that training is obtained.

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: 50

Manage and leverage postsecondary data to enhance successful administration of State financial aid programs for the Office of Higher Education. Lead the development of comprehensive strategic plans for the Office of Higher Education that align with the mission and vision of MiLEAP.

Individual tasks related to the duty:

- Manage the collection, integration, and maintenance of postsecondary data to support the effective administration of State financial aid programs.
- Analyze trends in student access, affordability, and completion to inform continuous improvement of financial aid policies and strategies.
- Prepare regular reports and briefings for leadership and stakeholders that highlight program performance, outcomes, and areas for improvement.
- Support the development and refinement of performance metrics, research, and benchmarks to evaluate the impact of financial aid programs on student access and success.
- Utilize data analytics to provide insights that inform strategic planning and operational decisions for OHE.
- Assess emerging trends in data analytics and refine data strategies to enhance effectiveness and efficiency of State financial aid programs.
- Coordinate cross-functional planning efforts by engaging internal teams, institutional partners, and external stakeholders to establish shared goals and priorities.

Duty 2

General Summary:

Percentage: 25

Manages staff of Office of Higher Education's Data and Compliance section and performs supervisory functions.

Individual tasks related to the duty:

- Review and evaluate the work of direct reports to ensure accuracy, timeliness, and conformance with general guidelines, methods, techniques, policies and applicable laws.
- Evaluate and verify employee performance through review of completed work assignments.
- Manage the workload of direct reports and assist direct reports in prioritizing work.
- Identify any staff development and training needs and ensure such training is obtained and successfully implemented.
- Prepare performance ratings, approve leave usage, interview job candidates, and make selection decisions.
- Meet the training needs of employees, counsel employees, take appropriate disciplinary action as needed, administer labor contracts and Civil Service rules, and ensure equal employment opportunity in hiring and promotion.

Duty 3

General Summary:

Percentage: 20

Support collaborative relationships with key stakeholders, both within and outside of State government, to advance visibility, outreach efforts, and the strategic development of policies, programs, and tools aimed at increasing postsecondary participation across the state.

Individual tasks related to the duty:

- Gather and synthesize stakeholder feedback to inform the design and continuous improvement of policies, programs, and tools aimed at increasing postsecondary participation.
- Support efforts to identify emerging opportunities and challenges related to stakeholder engagement and postsecondary participation, contributing to responsive and informed planning.
- Represent OHE on presentations, panels and meetings with agency staff, legislators, special interest groups, and others.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned to support the goals of OHE within MiLEAP.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions about competing prioritization of work, action steps and routine management. Such decisions include work assignments, planning targets, performance metrics, as these tasks relate to the role. Decisions on whether an issue needs to be elevated to direct supervisor or MiLEAP leadership.

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

In matters concerning changes in established policies and procedures, work priorities, use of paid advertising, and communicating with the Governor's office, legislators, or the media.

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.

Travel, overnight stays, and/or extended work hours may be required. Position will endure time restrictions and contact with top level executives, legislative officials, and the public on highly sensitive matters.

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>
HASAN, TUBA	DEPARTMENTAL SPECIALIST-2 13	MACMASTER, RACHEL M	DEPARTMENTAL ANALYST-A 12
HAMELINK, JESSICA A	DEPARTMENTAL ANALYST-A 12		

Additional Subordinates

Departmental Analyst to be established

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 is responsible for managing and leveraging postsecondary data to ensure the effective administration and continuous improvement of State financial aid programs and other programs within the OHE. It assists with the development and implementation of comprehensive strategic plans that align with the mission and vision of MiLEAP and will help to develop OHE's strategic research priorities and manage relationships with research partners. Additionally, this position supports collaborative relationships with key stakeholders—both internal and external to State government—to promote visibility, enhance outreach, and contribute to the strategic design of policies, programs, research, and tools that expand postsecondary participation across the state, and supports the conduct of compliance and monitoring for OHE programs, in connection with program administration teams.

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

New establishment.

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

The main function of the Office of Higher Education is to ensure that every Michigander has the skill certificate or degree they need to prosper and help employers hire the talent they need to succeed. This includes administering more than \$630 million annually to students to assist with covering their higher education costs. As well as providing support to institutions and partners to advance Michigan's statewide attainment goal. The OHE seeks to advise students and families, high schools, and postsecondary institutions about the financial aid opportunities available. This position ensures consistent, efficient, and effective administration of the scholarships and grant programs within this division, providing the technical and financial structure that contributes significantly to the achievement of the mission, goals, and objectives of the Office. As the recognized resource, this position will also provide essential program development and enhancements to the Michigan Achievement Scholarship which will result in streamlined processes, policies, and partnerships as Michigan works towards increasing the number of students earning a postsecondary credential.

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:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

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

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. 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.

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.

BERNITA KISSANE

12/4/2025

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
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