

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

This position description serves as the official classification document of record for this position. Please complete this form 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
	TECH, MGT AND BUDGET
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	State Budget Office
4. Civil Service Position Code Description	10. Division
State Division Administrator	Office of Health and Human Services
5. Working Title (What the agency calls the position)	11. Section
Division Director	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Matthew Ellsworth, Senior Management Executive 19	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Kyle Guerrant, Senior Chief Deputy Director 21	Tues/Wed: 6 th FLR, Romney Bldg – Lansing, MI Mon/Thurs/Fri: Remote 8 AM to 5PM Evenings, Weekends, and Holidays, as necessary

14. General Summary of Function/Purpose of Position

The position serves as division director responsible for the management and direction of the Division of Medicaid and Mental Health Services within the State Budget Office. The division is responsible for policy analysis and budget development in assigned areas. The position coordinates and directs the work of budget analysts within the Office in presenting recommendations to the State Budget Office management and to the Governor relating to the development and presentation of the annual Executive Budget. The position also directs staff activities to implement the budget upon enactment. The position also directs staff activities to implement the budget upon enactment.

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 of Duty 1 % of Time 30%

As division director, coordinates and directs the work of budget analysts to prepare assigned portions of the Executive Budget in conformance with state laws and policies set by the Governor and the State Budget Director.

Individual tasks related to the duty.

1. Identify and incorporate all major needs into the Executive Budget using input from state agencies and information developed within the office. Direct the development of viable recommendations for cost containment.
2. Review and make recommendations regarding potential program enhancements.
3. Assist the Office Director in developing all budget documents in assigned areas to produce the Governor's budget recommendation including decision documentation, spreadsheet, budget bills, Executive Budget narrative, position statements, and other documents as necessary.
4. Provide timely and useful service to participants in the budget process.
5. Meet with the State Budget Director and the Governor to explain and defend budget recommendations initiated within the office for assigned area (s).

Duty 2

General Summary of Duty 2 % of Time 20%

Plan, organize, direct and control the work activities of subordinates.

Individual tasks related to the duty.

1. Review work products of the assigned staff to ensure accuracy and completeness. Identify staff development needs and training opportunities for staff.
 2. Delegate appropriately to staff to encourage growth and development in all aspects of budget work.
 3. Serve as information resource for budget analysts; provide guidance and instruction in budgeting techniques and policies, especially for new employees.
- Review and develop statewide goals and alternatives for programs within assigned portion(s) of the state budget.

Duty 3

General Summary of Duty 3 % of Time 15%

Oversee, monitor and control budget implementation activities in assigned area(s) to ensure the budget is implemented in accord with state laws and administrative procedures.

Individual tasks related to the duty.

1. In addition to assigned budget area(s), direct the work of budget analysts in approving budgetary transactions necessary to implement budgets (e.g., SIGMA budget profiles, allotments, etc.)
2. Recommend actions to address mid-year budget needs in assigned area(s) (e.g., transfers, supplementals, allotment adjustments, etc.); review and modify justification for funding adjustments to insure clear explanations of fiscal and programmatic needs.
3. Monitor expenditure trends and revenue sources; recommend corrective action if needed.
4. Conduct staff meetings to discuss technical issues and budgetary concerns.
5. Direct the analysis of Executive Order reduction proposals and identify/recommend methods of implementation consistent with legal and accounting standards.
6. Analyze budget bills upon enactment and substantive legislation; recommend vetoes with justifications that are consistent with gubernatorial priorities.
7. Make recommendations to the Office Director, Deputy State Budget Director and the State Budget Director.

Duty 4**General Summary of Duty 4 % of Time 15%**

In cooperation with the Office Director, Deputy State Budget Director, Governor's office, affected departments and other agencies, work with the Legislature to obtain passage and implementation of the Governor's recommendations for assigned area(s).

Individual tasks related to the duty.

1. Establish an effective working relationship with staff from the departments, fiscal agencies and interest group representatives to maintain an open dialogue on key issues contained in the Governor's budget. Testify before legislative committees as determined by the Office Director.
2. Exchange information and ideas for potential compromise or modifications of original proposals. Establish procedures for effective tracking and reporting of legislative policy and budget initiatives. Demonstrate a knowledge and understanding of opposing viewpoints.
3. Represent the office, in the absence of the Office Director, in conveying budgetary information and policy positions that reflect gubernatorial and State Budget Director priorities.

Duty 5**General Summary of Duty 5 % of Time 15%**

Perform budget and management evaluations, and special functions.

Individual tasks related to the duty.

1. In addition to performing analysis in assigned budget area(s), direct assigned budget analyst activities related to effectiveness and efficiency evaluations from study design and data collection through recommendation and presentation of results.
2. Review and recommend changes to State Plans and Executive Budget policies to enhance the state's fiscal status and improve the budgetary process; oversee assigned staff work in this area.
3. Analyze and recommend action on capital outlay requests and consultant contract compliance, as needed; oversee assigned staff analysis and recommendations.
4. Compose response to constituent questions and concerns that are consistent with gubernatorial priorities; oversee drafting of responses to constituents by assigned staff.
5. Direct more complex analysis and evaluation assignments involving interoffice and intradepartmental staff effort.

Duty 6**General Summary of Duty 6 % of Time 5%**

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.

Position independently coordinates budgetary activities with relevant state agencies, appropriations committee members and their staffs, and key stakeholders to help inform the Governor's decisions and to advocate for enactment of the Executive Budget. Decisions are made exercising experience, expertise, diplomacy and judgment.

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

Supervisory approval is needed for strategies to address political points of view on issues during the development and enactment of the Executive Budget, for the release of information represented as the state's official position, and for actions that define and/or establish new state policy.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

As division director, it is important to be sensitive to potential tension that may result from conflicting opinions and recommendations that occur during budget development. This can involve both internal and external sources of tension and disagreement. This position works to mitigate and professionally resolve such matters. Also, tight deadlines and longer than normal work hours during budget development peak periods can lead to stressful situations for all staff members.

The duties may require more than a normal 40-hour week, especially during November, December, January, and February when evening, weekend, and holiday hours may be necessary. A significant amount of each day is spent working at a personal computer.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Gerald Nelson	FINSPL2D02N	Vacant	FINSPL2D05N

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 acts as the division director, coordinating all aspects of the Executive Budget recommendations in assigned area(s) of the state budget from initial proposals through legislative enactment and implementation. The position also coordinates and directs policy and fiscal analyses in assigned areas.

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

Filling behind incumbent.

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

The State Budget Office is responsible for developing the governor's Executive Budget recommendation, presenting budget recommendations to the Legislature, and implementing the approved budget signed by the governor. The office also includes the Office of Financial Management, SIGMA, Internal Audit, and the Center for Educational Performance and Information.

Within the Office of the State Budget, separate budget offices are assigned responsibility for the development and implementation of portions of the state budget. This position serves division director for one of these offices and has lead responsibility for supervising and coordinating budget development, monitoring and implementation activities related to assigned portions of the state budget.

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:

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of principles and methods of research, cost analysis and finance of public programs.
- Thorough knowledge of the legislative process, particularly the appropriations process.
- Ability to quickly assimilate a variety of oral and written data (i.e., legal, social, economic, etc.) in order to analyze facts and draw logical conclusions.
- Ability to supervise technical fiscal work involving reviews and evaluation, program development, and program planning and implementation.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date