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|  |  | |  |  | | --- | --- | | |  | | --- | | 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** | |  | LEO-LABOR AND ECON OPPORTUNITY | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  |  | | **4. Civil Service Position Code Description** | **10. Division** | | State Administrative Manager-15 | Legislative Affairs | | **5. Working Title (What the agency calls the position)** | **11. Section** | | State Administrative Manager-15 |  | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | Cook, Todd; State Office Administrator |  | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | Corbin, Susan; LEO Director | 105 W Allegan, Lansing, MI / Monday - Friday, 8:00 - 5:00 | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | This position will handle, but is not limited to, providing legislative and policy support efforts related to the LEO Deputy Director for Prosperity and the LEO Deputy Director including strategic planning on policy items, assisting with communications on issues, working with LEO agencies and programs impacted by budgetary changes, identifying and working with relevant state stakeholders and national organizations on fulfilling LEO’s mission. This position will also assist the LEO Legislative Director on coordinating federal policy issues and other essential duties as assigned. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:** | **30** | | Identifies and collaborates with appropriate LEO staff to accomplish agency missions regarding policy priorities. | | | | **Individual tasks related to the duty:** |  |  | | * Oversees development of various projects as assigned related to legislative and policy work for LEO’s Prosperity and Labor Division * Identify and collaborate with LEO staff to facilitate development of governmental relations, marketing, and communications policies and programs that address LEO’s goals. * Identifies and responds to LEO program needs. * Advises and supports staff in the resolution of difficult or sensitive situations regarding existing or new state policies or concerns. * Assists in articulating LEO policies before the state legislature, federal entities, and other public forums. * Develops and maintains partnerships with other state agencies to assure linkages with LEO programs and goals. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **30** | | Coordinates Federal outreach across the LEO agencies. | | | | **Individual tasks related to the duty:** |  |  | | * Coordinates and participates in federal meetings in D.C. * Serves as the liaison between LEO and federal departments and agencies, Congress, and national organizations to articulate LEO policies and programs. * Assists agencies in coordinating meetings with federal departments and agencies, federal legislators and other federal government related entities. * Works with staff to develop annual action plans for federal outreach with various agencies within LEO such as legislative affairs, marketing and communications section, and relevant program groups within LEO. * Identify national organizations and other national partners that align with LEO mission. * Assist LEO agencies in coordinating with national organizations and partners and participate in key meetings. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **20** | | Participates in planning and supporting initiatives and LEO improvement efforts. | | | | **Individual tasks related to the duty:** |  |  | | * Participates in monthly senior manager meetings, including contributions to the agenda, preparing for the meeting, and following up on agreed actions. * Participates fully in strategic planning and resource allocation, bringing to the forefront issues and initiatives which will further LEO’s mission and vision.      * Supports the efforts of cross-divisional initiatives by working on projects, assignment and supporting staff participation, serving as a resource, and initiating the exploration of ideas that improve LEO’s effectiveness regarding federal and national efforts. * Serves as a role model for LEO’s values, operating principles, and core competencies. * Other duties as assigned by the Director of Legislative Affairs to better the mission and programs of the department. | | | | **Duty 4** | | | | **General Summary:** | **Percentage:** | **10** | | Builds partnerships with the U.S. Congress, federal departments and agencies, and the national organizations. | | | | **Individual tasks related to the duty:** |  |  | | * Works with staff to develop annual federal and national outreach efforts. * Develops and maintains good relations with elected officials. * Develops and maintains good relations with national organizations that align with the LEO mission. | | | | **Duty 5** | | | | **General Summary:** | **Percentage:** | **10** | | Manages staff | | | | **Individual tasks related to the duty:** |  |  | | * Oversee and direct the daily activities; provide guidance; ensure adherence with policies, procedures, standards and guidelines. * Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion. * Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees. * Evaluates and verifies employee performance through the review of completed work assignments and work techniques. * Identifies and responds to staff development needs. * Ensures proper labor relations and conditions of employment are maintained. * Develop and rate employee performance plans. * Develops corrective action plans for staff not meeting performance measures. * Advises and supports staff in the resolution of difficult or sensitive situations and monitor actions and responses. * Review staff payroll reports, monitoring and approving work schedules and leave time. | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | Proper utilization/coordination of staff, prioritization of work, and conflict resolution decisions, and considerable knowledge of priorities and capabilities of staff and programs, to assure work is accomplished, customers’ needs are met, and staff trust is maintained and increased. | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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, general office work entailing standing, sitting, walking, bending, and limited lifting. Use of a computer. | | | | | | | | | |  |
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|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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.** | | | | |  |  |  | | |  | | --- | |  | | |  |  |  |  | | --- | --- | --- | --- | | **NAME** | **CLASS TITLE** | **NAME** | **CLASS TITLE** | | HALL, JEAN | DEPARTMENTAL SPECIALIST-2 13 | BEARDSLEE, ANDREW C | DEPARTMENTAL ANALYST-A 12 | | | | | |  |  |  | | |  | | --- | | **Additional Subordinates** | | |  | |  |  |  | |  | |  | | --- | |  | |  | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** | | | | | | | | | | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Complete and sign service ratings. | |  | |  | | --- | | Y | |  | |  | | --- | | Assign work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Provide formal written counseling. | |  | |  | | --- | | Y | |  | |  | | --- | | Approve work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | | --- | | Y | |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | Y | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | Y | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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?** | | | |  |  | |  | |  | | --- | | Identifies and collaborates with appropriate LEO staff to accomplish agency mission regarding federal policies. Coordinates Federal outreach across the LEO agencies. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | The PD now properly reflects the supervision of staff as well as emphasis on the internal policy work.  This position is no longer a deputy director to the Department Director and reports to a State Office Administrator due to the create of an entire Legislative Affairs Office. | | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | The LEO Executive Office is responsible for the overall mission of LEO and working with federal and national partners. This position will serve a key role in bridging LEO and its agencies and programs with the appropriate federal and national partners. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Knowledge of the principles and techniques of administrative management, including organization, planning, staffing, and training.  Knowledge of program planning and development. Knowledge of public relations techniques.  Knowledge of the state and federal legislative processes.  Knowledge of federal, state, and local relationships as these impact on the operations of TED. Ability to establish and maintain effective relationships. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | None | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | None | |  | |  |  |  | | | |  |
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