

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 LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Prosperity
4. Civil Service Position Code Description State Office Administrator	10. Division Sixty by 2030
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor TRENT, KIMBERLY A; SENIOR ADVISOR MI PROSPERITY	12. Unit
7. Name and Position Code Description of Second Level Supervisor CORBIN, SUSAN R; DIRECTOR	13. Work Location (City and Address)/Hours of Work Lansing, MI / Mon-Fri, 8am-5pm
14. General Summary of Function/Purpose of Position	
<p>Directs the operational activities of the Sixty by 2030 Division which includes strategic planning, developing policies and procedures, setting priorities, financial feasibility, and compliance of state programs. This includes the Futures for Frontliners, Reconnect, and other affiliated programs. Ensure quality services are being provided and funds are expended in a timely manner.</p> <p>This position engages with various LEO staff, as well as the Michigan Works system, educational entities (post-secondary), community and governmental partners to successfully execute student reconnect strategies and measure performance toward successful outcomes.</p>	

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: 60

Direct the implementation of Sixty by 30's strategic goals and affiliated programs. The position executes program and policy objectives and assures that available resources meet the needs of the programs and recipients. Ensures all program performance reporting and monitoring are successfully completed.

Individual tasks related to the duty:

- Program, performance and fiscal oversight for state programs.
- Recommend changes and adjustments to the strategic direction and policies of programs within the Division and statewide to ensure services and resources meet Michigan's students' needs.
- Implement short- and long-term strategies to evaluate the impact of Sixty by 2030 programs to ensure effective and efficient delivery of services.
- Maintain and grow relationships with community, governmental, and educational partners to monitor services administered utilizing the state's programs.
- Ensure quality services are being provided and funds are expended equitably and in a timely manner.
- Ensure timely and accurate annual programmatic monitoring and compliance reviews are completed for all impacted programs.
- Provide guidance and leadership for consistent review of policies and procedures associated with programs.
- Confers with the appropriate team member (s) when operational choices may impact other program areas.
- Certify that all state reporting requirements are accurately met.
- Confer other LEO leaders to set strategies and to maintain and foster a positive relationship between divisions / agencies for the purpose of achieving successful talent outcomes for the state.

Duty 2

General Summary:

Percentage: 30

Direct, supervise and oversee the administrative operations of the division.

Individual tasks related to the duty:

- Set overall divisional goals and objectives that strategically support the overall efforts of the agency.
- Make staff assignments, supervise daily operations of division staff, set staff performance objectives, review and evaluate staff performance.
- Counsel staff as necessary, participate in grievance procedures as required.
- Develops corrective action plans for staff not meeting performance measures.
- Demonstrate knowledge and authority over applicable state and federal programs.
- Coordinate with other divisions within LEO to optimize the delivery of program-related services.
- Responsible for the annual divisional budget, monitors spending and ensures timely project completion.
- Review staff payroll reports, monitoring and approving work schedules and leave time.
- Identifies and responds to staff development needs.
- Ensures proper labor relations and conditions of employment are maintained

Duty 3

Other duties as assigned.

Individual tasks related to the duty:

Perform other duties as directed by LEO leadership.

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

This position uses substantial independent judgement in carrying out day-to-day responsibilities. They include operational oversight of staff and divisional budget. The position makes general policy and programmatic decisions affecting the operations of the division.

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

Major policy decisions, legal actions to be undertaken, and highly politically sensitive decisions and/or issues. Decisions impacting other Divisions; New or changed strategic direction not in alignment with Prosperity's overall goals/objectives.

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.

Work performed in normal office setting. Some day and/or overnight (in-state and out of state) travel may be required as well as meetings and assignments outside of a typical 8-5 workday.

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.

Additional Subordinates

State Administrative Manager 15 (2 positions); Executive Secretary 10; Departmental Analyst 12

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?

Directs the operational activities of the Sixty by 2030 Division which includes strategic planning, developing policies and procedures, setting priorities, financial feasibility, and compliance of state programs. This includes the Futures for Frontliners, Reconnect, and other affiliated programs. Ensure quality services are being provided and funds are expended in a timely manner.

This position engages with various LEO staff, as well as the Michigan Works system, educational entities (post-secondary), community and governmental partners to successfully execute student reconnect strategies and measure performance toward successful outcomes.

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

New

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

The Sixty by 2030 manages state programs to provide resources, guidance and counseling to Michigan students with the mission to increase college completion rates. The State Office Administrator is responsible for executive level functions and policy development, strategic planning, and interdepartmental liaison. Position also has responsibility for the management and supervision of division and must ensure that services and funding are used efficiently and appropriately to support Sixty by 2030 activities.

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 Office Administrator 17

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

Alternate Education and Experience

State Office Administrator 17

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 supervisory experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the issues surrounding adult college students and the educational landscape in Michigan, including admissions, academic advising, financial aid and wrap-around services.
- Extensive knowledge of educational programs and initiatives, especially for adult learners.
- Extensive knowledge of local, state and federal relationships that impact programs and operations.
- Extensive knowledge of state and federal laws and legislative process related to education programs.
- Ability to lead, instruct, direct and evaluate employees.
- Must have strong written and verbal communication skills.
- Ability to establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels.
- Considerable knowledge of program planning, development, and evaluation methods.

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.

None

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

SARAH PEARSON 1/6/2021

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