

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 CIVIL SERVICE COMMISSION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Civil Service Commission
4. Civil Service Position Code Description State Administrative Manager-1	10. Division
5. Working Title (What the agency calls the position) Employee Development and Training Manager	11. Section
6. Name and Position Code Description of Direct Supervisor PATTERSON, JONATHAN C; SENIOR CHIEF DEPUTY DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor GNODTKE, JOHN W; SENIOR DIRECTOR	13. Work Location (City and Address)/Hours of Work 400 S Pine Street Lansing MI 48909 / 40
14. General Summary of Function/Purpose of Position	
<p>This position is responsible for the planning, development, implementation, coordination, and evaluation of training and professional development programs for MCSC employees focusing on technical training in the areas of classifications and selections, payroll and transactions, and labor relations. The position will lead organizational efforts to identify knowledge and skill gaps through needs assessments and develop learning strategies and programs to improve and enhance employee proficiency, efficiency, productivity, and effectiveness. Including, overseeing the development and delivery of technical training programs, as well as soft-skill development focused on leadership, communication, collaboration, organizational culture, and employee engagement.</p> <p>The position supervises professional staff and serves as the agency's lead advisor on employee development initiatives and organizational learning.</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: 55**

Manage and develop Employee Development and Training Unit staff.

Individual tasks related to the duty:

- Assign and review work of staff.
- Establish performance expectations and evaluate employee performance.
- Provide timely feedback, guidance, and mentoring to ensure employees meet or exceed performance expectations.
- Address performance issues with coaching, training, or corrective action, as needed.
- Provide professional development opportunities so staff maintain current training trends and enhance their ability to provide engaging and effective training.
- Maintain effective communications with staff through staff meetings and coordination of unit activities.
- Approve leave and time of staff.

Duty 2

General Summary: **Percentage: 35**

Direct and manage employee development and training.

Individual tasks related to the duty:

- Develop and maintain a comprehensive training strategy aligned with agency mission, goals, and needs.
- Establish training priorities and development objectives.
- Evaluate training effectiveness and implement continuous improvement initiatives.
- Coordinate training resources, schedules, and program activities.
- Ensure training content is accurate, current, and in compliance with civil service rules, regulations, and collective bargaining agreements.
- Coordinate with MCSC work areas to identify training needs.
- Design and facilitate training programs for MCSC employees.
- Ensure consistency of training delivery across all MCSC work areas.
- Develop metrics and reports to measure effectiveness of training.
- Research best practices and emerging trends in employee development and learning.
- Serve as subject matter expert on employee development and organizational learning.

Duty 3

General Summary: **Percentage: 5**

Work unit consultation and collaboration.

Individual tasks related to the duty:

- Work closely with work area leaders on identifying training gaps and addressing workforce needs.
- Collaborate with work areas on strategic planning initiatives.
- Work with Engagement Team to ensure planned activities align with and enhance employee networking, development, and learning.

Duty 4

General Summary: **Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Perform other duties as assigned by agency leadership

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

The employee is expected to make decisions regarding daily interactions with their staff, training curriculum, and what proposed training may be beneficial to MCSC employees.

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

The executive leadership will be consulted on new training initiatives for MCSC employees, changes in prior approved training, or expenditures for training to ensure they align fiscally.

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.

Typically, standard office environment. However, there may be occasional travel for onsite, in-person training. During sessions, the presenter should be able to move around the training space to engage with participants.

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

Proposing three subordinates for this position once established as Specialist 13's

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?

Ability to communicate effectively, create and deliver training content, collaborate with team members, and use standard office and training development technology. The role may occasionally require onsite, in person training, which involves engaging with participants within the training environment.

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 work area is focused on training MCSC staff, with the intent of promoting growth and development of staff in technical and soft skills.

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:

N/A

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.

MATTHEW DERNOVSHEK

6/16/2026

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