

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPTMGR3H37N

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 DEPARTMENT OF STATE
3. Employee Identification Number 438786	9. Bureau (Institution, Board, or Commission) Elections
4. Civil Service Position Code Description DEPARTMENTAL MANAGER-3	10. Division Filing, Disclosure and Compliance
5. Working Title (What the agency calls the position) Campaign Finance Section Manager	11. Section Campaign Finance
6. Name and Position Code Description of Direct Supervisor BURNS, ROBERT M; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor BRATER, JONATHAN P; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 430 W. Allegan St. Lansing, MI / Monday - Friday, 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

This complex supervisory position is responsible for overseeing staff in the Campaign Finance Section, providing service to the public through phone, email, and remote appointments, and developing and implementing policies and procedures governing the work in that section. The position oversees analysts in their review and analysis of disclosure reports and campaign statements submitted under the Michigan Campaign Finance Act, and Michigan Election Law. The position provides overall structure and guidance to the Campaign Finance Section by assigning, directing, monitoring, and reviewing work performed by staff. In addition, this position oversees the more complex reporting by state-wide candidates and administers the public funding program for gubernatorial candidates. The incumbent, under general supervision by the Division Administrator, works within general methods, procedures, and exercises independent judgment to select appropriate courses of action.

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: 40**

Supervise and direct the work of the Campaign Finance Section responsible for reviewing and analyzing campaign finance disclosure reports and identify and develop procedures to enhance work processes.

Individual tasks related to the duty:

- Schedules work assignments, sets office priorities, and directs work of staff.
- Evaluates and monitors employee work performance through review of completed assignments.
- Directs and reviews work performed by staff to ensure compliance with office, section, administration, and department policies; ensures that subordinate employees conform to applicable policies and procedures.
- Identifies staff development and training needs and ensures training is completed.
- Approve leave usage; provide timely and accurate reporting of time and attendance.
- Conduct staff meetings with subordinate staff.
- Occasionally performs tasks assigned to subordinate staff.
- Ensures compliance with record retention policies.
- Analyzes workflow, identifies backlogs/problem areas, and designs and implements solutions to increase productivity. Reviews and updates internal procedure manuals accordingly.

Duty 2**General Summary:****Percentage: 25**

Administer the Michigan Campaign Finance Act disclosure program and reviews the most complex filings submitted by state-wide candidates and largest and most complex committees.

Individual tasks related to the duty:

- Issues Notices of Error or Omission, Failure to File and Late Filing Fees assessed under Division programs for noncompliant or deficient reports and campaign statements.
- Identifies, analyzes and makes recommendations regarding noncompliant transactions and reports for investigation and enforcement by senior staff.
- Researches, analyzes and responds to inquiries regarding the interpretation and application of the Michigan Campaign Finance Act, using established policies and procedures, administrative rules, declaratory rulings and interpretive statements.
- Provides training in multiple formats including webinars, videos, Power Point presentations and user manuals for the general public and filers.
- Proposes and develops original content and updates existing training materials for Division programs.
- Administers the public funding program for gubernatorial candidates by reviewing contributions and expenditures and overseeing audit conducted.

Duty 3**General Summary:****Percentage: 15**

Reviews noncompliant candidates and committees and recommendations from subordinate staff for processing of further enforcement action.

Individual tasks related to the duty:

- Reviews the list of committees that have failed to timely file mandatory reports and refers noncompliance committees to the Department of Attorney General.
- Analyzes recommendations from subordinate staff regarding noncompliance committees and exercise independent judgment to determine whether further enforcement action is necessary.
- Draft referrals to Bureau of Elections enforcement staff and participate in investigation.

Duty 4**General Summary:****Percentage: 10**

Serves as the primary resource with subject matter expertise for all office-specific software programs and applications used by Division staff.

Individual tasks related to the duty:

- Serves as the business process (subject matter expertise) resource for section-specific software and recommends enhancements to software programs.
- Serves as the office's designated team member for various work projects involving multiple work areas of the Department of State.
- Acts as the liaison between unit staff and BOE operations section/software programmers/developers.
- Assigns software training and monitors staff completion of training assignments.

Duty 5**General Summary:****Percentage: 10**

Other duties as assigned.

Individual tasks related to the duty:

- Performs additional tasks to support the overall needs of the Bureau of Elections and Filings, Disclosure and Compliance Division.
- Examples include but are not limited to technical research, special projects, or other duties.

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

Decisions that may be made independently by the Departmental Manager can affect customers/general public, state and local government officials, and candidates, and are consistent with existing policies and procedures, state statutes and regulations. The Departmental Manager has the authority to make decisions regarding staff assignments, workflow, and personnel matters; and is authorized to make exceptions to accepted procedures when the situation warrants, ensuring that the resolution complies with applicable law. The Departmental Manager may also independently respond to routine inquiries from internal customers, the regulated community, elected officials, customers, and the public.

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

Supervisor's review is required for any decisions regarding an issue of first impression, a new or novel interpretation of existing laws, changes in existing policy or procedure, and those involving highly sensitive or controversial subjects.

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.

Occasional lifting of small office equipment or boxes. Work done sitting/standing at a desk working on a computer. Some travel may be required.

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>
DELRIO-MOLLITOR, IRENE	DEPARTMENTAL ANALYST-A 12	GIBBS, BLAKE E	DEPARTMENTAL ANALYST-E P11
GALLIMORE, JANIE L	DEPARTMENTAL ANALYST-E P11	VACANT	DEPARTMENTAL ANALYST-E
VACANT	DEPARTMENTAL ANALYST-E	KINGSLEY, CHRIS J	DEPARTMENTAL ANALYST-E 9

Additional Subordinates

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 complex supervisory position is responsible for overseeing staff in the Campaign Finance Section, providing service to the public through phone, email, and remote appointments, and developing and implementing policies and procedures governing the work in that section. The position oversees analysts in their review and analysis of disclosure reports and campaign statements submitted under the Michigan Campaign Finance Act, and Michigan Election Law. The position provides overall structure and guidance to the Campaign Finance Section by assigning, directing, monitoring, and reviewing work performed by staff. In addition, this position oversees the more complex administration of the public funding program for gubernatorial candidates. The incumbent, under general supervision by the Division Administrator, works within general methods, procedures, and exercises independent judgment to select appropriate courses of action.

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

Reference to the Lobby Registration Act and Casino Registration Act and related duties has been removed since they are covered by another section now. Working title has changed due to position in new section.

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

Voters can make informed decisions regarding whom to vote for when campaign finance, lobbying, casino and other regulated activities are publicly disclosed; in this sense, the Disclosure, Filings and Compliance Division supports the important functions of the larger Bureau of Elections and Secretary of State. The Disclosure and Compliance Manager plays an integral role in ensuring voters can access this important information by ensuring disclosure reports and candidate filings are complete, accurate and timely.

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:

Departmental Manager 13 - 15

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to interpret, explain, and apply complex laws, rules, and regulations.

Ability to conduct training and information sessions.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to interpret laws, rules, procedures, and regulations relative to the work.

Knowledge of labor relations.

Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.

Ability to formulate plans, procedures, and controls in a program or service area.

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.

CRISTEL DAVIS

5/20/2025

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