

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

<b>Position Code</b> 1. DEPSPL2
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## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DEPARTMENT OF STATE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Elections
<b>4. Civil Service Position Code Description</b> Departmental Specialist-2	<b>10. Division</b> Elections Operations
<b>5. Working Title (What the agency calls the position)</b> Project Specialist	<b>11. Section</b> Election Projects and Processes
<b>6. Name and Position Code Description of Direct Supervisor</b> BELTON, MICHELLENA R; STATE DIVISION ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BRATER, JONATHAN P; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 430 W. Allegan Street, Lansing, MI 48933 / Monday-Friday 8:00 a.m. - 5:00 p.m.

**14. General Summary of Function/Purpose of Position**

This position serves as the Project Specialist supporting the Bureau of Election's (BOE) Operations Division providing accountability and project management functions for bureau wide projects. Incumbent will lead documentation, planning, development, and implementation of projects resulting from the passage of Proposal 22-1 and related implementing legislation. Incumbent tracks, monitors and analyzing processes to improve support, integration and security protocols for all applications that integrate with the Michigan Transparency Network (MiTN) like, but not limited to, the Qualified Voter File and MiLogin. Incumbent will also support projects created due to the expansion of the Campaign Finance Act, Lobby Disclosure, and Personal Financial Disclosure law.

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: 70**

Lead Michigan Transparency Network (MiTN) application update and maintenance resulting from the passage of Proposal 22-1. Support new projects impacting MCFA, Personal Financial Disclosure, Lobby Disclosure and Notarial Acts.

**Individual tasks related to the duty:**

- Coordinate project implementation plans for Proposal 22-1 implementing Personal Financial Disclosure functionality.
- Analyze Bureau and Market trends to aide in implementation of special projects and a determine if project can be implemented with existing resources or if vendors resources are needed.
- Analyze current and new initiatives to determine Bureau application interoperability.
- Coordinate with internal and external subject matter experts to develop definition requirements for project implementation.
- Research and analyze topics/issues and program area review; conduct evaluations and review specific programs/topics to develop detailed recommendations for change and process improvements.
- Evaluate organizational and operations needs to recommend process and project solutions.
- Identify and track critical issues raised by voters, election officials, candidates, committees, and other internal/external stakeholders to develop recommendations for program/procedure changes.
- Develop documentation to support projects like statement of work, readiness, project idea, request for purchase and project charter.
- Represent Bureau in meetings when Election Operations Director is unavailable.
- Recommend and/or develop complex projects and topics for training.
- Support Election Operations Director with portfolio development and management.
- Lead long term and strategic planning of vendor work.
- Identify needs and opportunities for vendor improvements/expansion.
- Continuously communicate detail plans and expectations to project team members and stakeholders throughout the entire lifecycle of the project.
- Meet regularly with project team members to understand and log their progress on detail tasks, problems and concerns in order to confirm the expectations set forth in the project plan.
- Maintain metrics and logs that specify the progress and performance of the project team
- Coordinate the day-to-day activities, tasks and deliverables required from the project team according to the project plan.

**Duty 2****General Summary:****Percentage: 20**

Work with Election Operations Director to create and improve secure integration of vendor products with Bureau of Election application.

**Individual tasks related to the duty:**

- Develop and monitor Bureau of Elections existing software applications
- Evaluate specialized software, potential applications, and technology for Bureau wide process improvement and integration
- Serve as secondary external liaison on the MiTN or vendor application
- Attend at staff meetings.
- Stay abreast of new technology and advanced concepts through training, reading magazines, internet, periodicals and books.
- Create standards, procedures, and templates for staff to use in their daily tasks.
- Serve on assigned task forces, special committees and/or research groups.
- Evaluate impact of new tools, languages, and upgrades on systems.
- Provide internal staff training.

**Duty 3****General Summary:****Percentage: 10**

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.**

- Establishing the status of an assigned projects.
- Decisions in support of the DTMB standards and BOE standards.
- Decisions in planning, controlling, directing, and reporting that do not alter the scope of assigned projects.
- Decisions leading to the proposition of alternatives and recommendations that do not alter the scope of assigned projects.

Individuals affected by these decisions include members of the public seeking to review public records, BOE staff, and members of the regulated community.

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

- When decision results in a business process change.
- When the decision impacts other systems and business units.
- Decisions that may impact compliance with Election Law, Campaign Finance Act, Lobby Registration Act, Notary Acts or other state or federal laws impacting Bureau of Elections.
- Decisions that contradict contract agreements or other legal requirements.
- Matters that affect the budget beyond the project's allocated amounts.

**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.**

The position operates in a normal office environment, performing duties within the assigned workspace. Tasks can be completed routinely seated at a desk, visiting end users at their desks, in the context of meetings and meeting rooms. Work requires extensive use of personal computers including keyboards and monitors. This position is subject to stress and pressure to resolve problems quickly and effectively. Duties may involve lifting of 25 pounds or less.

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

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

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input 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 position serves as the Project Specialist supporting the Bureau of Election's (BOE) Operations Section providing accountability and project management functions for bureau wide projects. Incumbent will lead documentation, planning, development, and implementation of projects resulting from the passage of Proposal 22 -1 and related implementing legislation. Incumbent tracks, monitors and analyzing processes to improve support, integration and security protocols for all applications that integrate with the Michigan Transparency Network like, but not limited to, the Qualified Voter File and MILogin. Incumbent will also support projects created due to the expansion of the Campaign Finance Act, Lobby Disclosure, and Personal Financial Disclosure law.

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

New position.

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

The Operations Section provides oversight on a range of operational and data functions of the BOE. This section is responsible for networking, coordinating, communicating, quality, management, and monitoring key data functions for the BOE.

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 Specialist 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:**

- Knowledge of methods of planning, developing, and administering programs.
- Knowledge of state and federal laws and legislative processes related to the work.
- Knowledge of the need, preparation, and use of reports.
- Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.
- Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.
- Ability to plan, coordinate, and expedite work projects.
- Ability to interpret complex rules and regulations.
- Ability to communicate with others verbally and in writing.
- Knowledge of Lean Process Improvement, Six Sigma, or other Project Management best practices and methodologies.
- Ability to prepare requests for proposals and program agreements.

**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

8/15/2025

\_\_\_\_\_  
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