

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

Position Code 1. DEPTMGR1

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	9. Bureau (Institution, Board, or Commission) Branch Operations
4. Civil Service Position Code Description Departmental Manager-1	10. Division Occupancy Services
5. Working Title (What the agency calls the position) Occupancy Services Logistics Manager	11. Section Construction & Logistics
6. Name and Position Code Description of Direct Supervisor BADGERO, WILLIAM D; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor MAZZOLA-MASON, DONNA J; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 1301 Sunset Avenue, Lansing, MI / Monday-Friday 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position serves as the first-line professional manager of nonprofessional positions in a standard work area. As a section manager, this position is responsible for coordinating activities by scheduling and setting priorities associated with warehousing, mail delivery, inventory, facility maintenance, and construction. This includes developing internal policies and procedures and ensuring they are in accordance with Civil Service rules and regulations as well as federal and state laws. This position provides overall support for maintaining the integrity of the logistics associated with warehousing and delivery, inventory tracking and auditing, and facility maintenance. The incumbent will be part of the Occupancy Services Division (OSD) management team. This position may occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

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

Manage and supervise section staff and serve as member of management team.

Individual tasks related to the duty:

- Develops goals and objectives for the section, determine priorities, and assures deadlines are met.
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- Schedules and assigns work assignments and sets priorities for subordinate staff.
- Evaluates and verifies employee performance through the review of completed work assignments and frequent individual feedback meetings.
- Assigns, coordinates, and outlines the work methods of subordinate employees.
- Directs and participates in the establishment, administration, and evaluation of programs or services.
- Oversees the development of reference materials for section staff, liaisons, and department managers.
- Selects and assigns staff to special projects.
- Conducts staff meetings and special project meetings.
- Provides guidance in the interpretation of Department policies, procedures, MIOSHA regulations, and collective bargaining agreements.
- Takes an active role in strategic Occupancy Services Division (OSD) visioning.
- Searches out best practices and offers alternative ideas for current OSD practices.
- Works with the team to develop policies and procedures.
- Ensures proper labor relations and conditions of employment are maintained.
- Develops strong relationships with Department management staff.
- Promotes greater interaction and partnership with work areas.
- Other duties as assigned.

Duty 2

General Summary:

Percentage: 25

Oversees all warehouse & mail delivery activities for the Department.

Individual tasks related to the duty:

- Final approver of processes, routes, and procedures for efficiently and effectively receiving, storing, and delivering product and mail for the Department.
- Final approver of mass distribution plans and methods.
- Oversees all warehouse and delivery processing pertaining to the associated logistical activities.
- Ensures that all warehouse and delivery actions meet United States Postal Service, Department of Technology, Management and Budget, and Department of State rules and regulations.
- Ensures that all warehouse and delivery actions meet all state and federal safety standards.
- Approves requests and payments for temporary services.

Duty 3

General Summary:

Percentage: 25

Oversees all inventory service activities for the Department.

Individual tasks related to the duty:

- Oversees all inventory transaction activities.
- Coordinates staff efforts on appropriate action to resolve errors and adjustments.
- Approves overtime requests.
- Oversees the reporting of inventory statistical data.
- Oversees and responds to audit inquiries.
- Oversees the centralized ordering, stocking, and tracking programs for Department inventoried items.
- Develops alternative strategies to address and resolve a variety of issues and problems.

Duty 4

General Summary:

Percentage: 20

Oversees all maintenance and construction activities for the Department.

Individual tasks related to the duty:

- Final approver of processes, methodology, and procedures for efficiently and effectively delivering maintenance and construction services for the Department.
- Manages remodel and relocation schedule timeframes for branch projects to advise division director on.
- Oversees all maintenance and construction processing pertaining to the associated logistical activities.
- Ensured that all maintenance and construction actions adhere to ADA, MiOSHA, OSHA, Department of Technology, Management and Budget, and Department of State rules and regulations.
- Ensures that maintenance and construction actions meet all State and Federal safety standards.
- Oversees responses provided to executive management and other Department management regarding maintenance and construction processes.
- May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.
- Approves requests and payments for temporary services.
- Performs related work as assigned.

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

Draws conclusions from staff recommendations and make recommendations to management for action to be taken; sets work priorities; interprets policies and procedures based on knowledge and experience. Makes day-to-day decisions regarding logistical needs and items. This position requires a great deal of communication; written, by phone, and in person with District and Branch Managers, Division Directors, Bureau Directors. Decisions need to be made on a daily basis to resolve problems in the interpretation of requirements associated with the Occupancy Services Division. This position makes decisions consistent with Department policies and procedures, and in conformance with collective bargaining agreements related to this program area.

All staff may be affected by these decisions.

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

The supervisor will be consulted on and approve long range schedules, spending State funds, requests for use of sick/annual/school leave, request for assistance from other units, and changes in project priorities. If requested service is beyond level of expertise or authority, or decision is required on issue that falls outside standard procedures. Decisions that have a broad impact on the organization, culture, reputation, accountability, and precedent setting; decisions where there is no policy or are political in nature; policy changes.

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.

Physical Effort – standing, sitting, walking, and lifting less than 30 pounds. Some stress may be encountered in completion of the duties listed above.

Environmental conditions – majority of time will be spent in an office/workstation.

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>
	ELECTRICIAN MASTER LICENS-D-E E10		BUILDING CON MGR-FZN 14
	DEPARTMENTAL SUPERVISOR-2 11		

Additional Subordinates

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

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ 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 first-line professional manager of nonprofessional positions in a standard work area. As a section manager, this position is responsible for coordinating activities by scheduling and setting priorities associated with warehousing, mail delivery, inventory, facility maintenance, and construction. This includes developing internal policies and procedures and ensuring they are in accordance with Civil Service rules and regulations as well as federal and state laws. This position provides overall support for maintaining the integrity of the logistics associated with warehousing and delivery, inventory tracking and auditing, and facility maintenance. The incumbent will be part of the Occupancy Services Division (OSD) management team. This position may occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

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 Occupancy Services Division is a work area designed to assist all Department employees with working conditions related to inventory, warehousing, space and facility issues. Its goal is to provide project and program support and professional assistance as needed, as well as to administer programs as assigned. This position will ensure warehousing, inventory, and maintenance associate with supporting the Department of State are done efficiently, consistently, 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 12

Three years of professional experience, including one year equivalent to the experienced (P11) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively, both verbally and in writing.
- Ability to be adaptable to meet operational needs.
- Ability to develop subordinates.
- Ability to interpret rules and regulations, and applicable laws.
- Knowledge of the principles and practices of logistics and construction.
- Knowledge of construction practices and related laws, rules and standards including applicable safety practices.
- Ability to collect, analyze and interpret data.
- Ability to maintain records, prepare reports, and correspondence related to the work.

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

Appointing Authority

10/15/2025

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