

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

<b>Position Code</b> 1. STDIVADMI78N
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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> TREASURY CENTRAL PAYROLL
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Saving, Access, & Financial Empowerment (SAFE)
<b>4. Civil Service Position Code Description</b> State Division Administrator	<b>10. Division</b> Unclaimed Property and Financial Empowerment
<b>5. Working Title (What the agency calls the position)</b> Division Director	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> WADE-LOTT, ROBIN R; STATE BUREAU ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> TREPKOSKI, JILL M; SENIOR DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> Operations Center, 7285 Parsons Drive, Dimondale, MI / Monday - Friday 8:00 A.M. - 5:00 P.M.

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

This position serves as the Division Director of the Unclaimed Property Division. The Division Director of Unclaimed Property Division is responsible for the overall administration of the Division including: (1) Administration of the Uniform Unclaimed Property Act (Act 29 of 1995). (2) Enhanced enforcement of the Unclaimed Property Act to increase properties reported as well as holder compliance with the reporting requirements of the Act. This position oversees hundreds of unclaimed property audits being performed by multiple auditing firms with over 100 auditors under contract with the Unclaimed Property Division. In addition, the Division Director has responsibility for personnel services, financial integrity, legal compliance, operational standards, recordkeeping, and marketing. This position also determines issues for the State Treasurer's review/action, administers policies and procedures, and promotes efficiency and prompt service to claimants as well as holder compliance. Finally, in coordination with Bureau and Departmental staff, provide leadership, strategic vision, planning, and oversight for all financial empowerment initiatives.

**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: 50**

Oversee operations of the Unclaimed Property division. Establish long-range goals and determine methods for carrying out overall policies. Develop budget recommendations for personnel services, equipment, materials and contractual services. Monitor expenditure of funds. Work with Department of Technology, Management & Budget (DTMB) staff, to solicit and engage contractual services for operational and marketing needs. Serve as Contract Administrator for business systems service contract, Securities Custodian contract, Appraisal contract, Auctioneering Contract, multiple unclaimed property examination (audit) contracts, and marketing/advertising contract.

**Individual tasks related to the duty:**

- Establish program objectives, goals and priorities and determine operating policies and implementation methods within the context of overall agency policies and guidelines.
- Formulate current and long-range programs, plans, and policies for Unclaimed Property.
- Conduct and review research in areas of program operations.
- Review and report on vendor performance of all Unclaimed Property contracts.
- Review and approve all Unclaimed Property documents, marketing materials, press releases and agreements including program descriptions, budgetary considerations, forms, brochures, annual reports, etc.

**Duty 2**

**General Summary:**

**Percentage: 20**

Provide leadership and coordinate activities of staff. Identify staff development needs, ensure training, proper labor relations and conditions of employment are maintained.

**Individual tasks related to the duty:**

- Oversee activities of staff in implementation of policies and procedures.
- Coordinate work and schedule assignments for staff.
- Assign and review staff progress reports.
- Assess effectiveness of operations and determine need for improvement.
- Review and approve time and requests for leave.
- Identify staff development needs and ensure needs are addressed.
- Respond to complaints from Unclaimed Property holders and potential property owners.
- Coordinate joint marketing efforts with National Association of Unclaimed Property Administrators (NAUPA), other State unclaimed property programs, other state departments, and external partners.
- Conduct staff meetings to discuss operational issues, organization, work distribution, budget, personnel, and the status of projects.
- Develop and propose organizational changes, budget recommendations, development of positions, and reclassifications as needed.

**Duty 3**

**General Summary:**

**Percentage: 20**

In coordination with Bureau and Departmental staff, provide leadership, strategic vision, planning, and oversight for all financial empowerment initiatives.

**Individual tasks related to the duty:**

- Identify emerging trends, community needs, and best practices to inform program design and long-term sustainability.
- Administer comprehensive strategic plan for the Financial Empowerment initiative aligned with organizational goals.
- Provide overall leadership and direction for all financial empowerment programs and services.
- Supervise and guide program managers and staff to ensure alignment with strategic priorities.
- Identify and manage funding opportunities and/or lead grant writing efforts to secure financial support.
- Develop strategies for leveraging public and private resources to expand program reach.
- Advocate for policies that support financial empowerment and economic mobility.
- Coordinate efforts across departments and agencies to integrate financial empowerment into broader programs and systems.
- Stay informed on national and local trends in financial empowerment, financial literacy, and economic inclusion.

**Duty 4**

**General Summary:**

**Percentage: 5**

Serve as the State of Michigan's Unclaimed Property representative for all local, state, and national collaborations.

**Individual tasks related to the duty:**

- Participate in National Association of State Treasurers (NAST) and National Association of Unclaimed Property Administrators (NAUPA) seminars and conferences. Participate in quarterly NAUPA Midwestern Administrators meetings.
- Partner with NAUPA to implement and administer the States Unclaimed Retirement Clearing House (SURCH).
- Develop, refine, and provide training on policies and procedures at the Division or Bureau level, as needed.
- Advise the Bureau Director on overall division performance, accomplished goals, progress, and matters requiring approval.

**Duty 5**

**General Summary:**

**Percentage: 5**

Represent Unclaimed Property and participate in special projects and initiatives as required by the Department. Perform other duties as assigned.

**Individual tasks related to the duty:**

- Perform special projects as assigned.
- 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.**

Decisions involving routine procedures of Unclaimed Property operations. Communication with Legislators, Locators, external partners, vendors, and media outlets. Decisions pertaining to Unclaimed Property reporting, accounting and budget activities, disbursement of property to owners in accordance with the Uniform Unclaimed Property Act, unclaimed property rules, processes, and procedures. Also, decisions involving advertising and marketing efforts.

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

Controversial, high profile and political issues. Recommendations of potential policy changes must be reviewed and approved by the Bureau Director and/or State Treasurer prior to being implemented.

**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.**

Sitting, standing, walking, lifting, traveling and typing.

**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>
STANTON, TERRY	STATE ADMINISTRATIVE MANAGER-1 15	COOK, DANIELLE K	AUDITOR-A 12
ANCEL, STACEY E	SECRETARY-A 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?**

Overall administration of Michigan's Unclaimed Property Division. Maintaining financial integrity by monitoring and coordinating holder reporting, accounting, claims processing, and audit activities. Provide strong internal control structure, promote efficiency, and prompt, excellent customer service to holders, potential owners, and internal and external partners.

Ensure contract compliance for contracts with vendors that provide system, custodial, audit, appraisal, auction and other services for Unclaimed Property. Review and approve disbursement of claim payments, calculate fiscal year end General Fund transfer, and monitor, review and coordinate annual Office of Auditor General audit.

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?

Unclaimed Property administers all aspects of the Uniform Unclaimed Property Act (Act 29 of 1995). Currently, Unclaimed Property collects over \$400 million in annual revenues (properties) and disburses approximately \$150 million in claim payments per year. This position is responsible for administering the contract between the vendor and the Department of Treasury that provides IT System services in addition to the other contracts and essential duties as defined above.

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 Division Administrator 17**

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

**Alternate Education and Experience**

**State Division 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 experience at the 15 level, may be substituted for the education and experience requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of the Uniform Unclaimed Property Act (PA 29 of 1995).

Thorough knowledge of methods of planning, developing, and administering programs.

Thorough knowledge of state government organizations and functions.

Thorough knowledge of principles and techniques of administrative management including organization, planning, staffing, training, budgeting and reporting.

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 instruct, direct, and evaluate employees.

Ability to organize and coordinate the work of others.

Ability to organize, evaluate, and present information effectively.

Ability to maintain favorable public relations.

Ability to communicate effectively.

**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.

N/A

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

CARLA JENKS

2/11/2026

\_\_\_\_\_  
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