

**State of Michigan
Civil Service Commission**

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

Position Code

1. DPTLTCHE002R

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) Elections
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-E	10. Division Elections Operations
5. Working Title (What the agency calls the position) Operations Technician	11. Section Public, Elections & Technology Requests Section
6. Name and Position Code Description of Direct Supervisor POTULA, PRATHYUSHA; DEPARTMENTAL MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor BELTON, MICHELLENA R; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 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 functions as paraprofessional and administrative support for the reimbursement and grant management programs for the Michigan Bureau of Elections (BOE) due to the passage and implementation of Proposal 22- 2. The position will provide support with grant processing throughout all stages of the grant reimbursement plan, including: receiving, assessing, and tracking payment/check/reimbursement requests; documenting all inquiries and/or proposals; assuring that submitted documentation meets all State and legal requirements; maintaining accurate and timely records; and assisting Bureau staff and Department of State Finance and Procurement staff in processing reimbursements. The position also provides technical assistance in answering questions about the grant, reimbursement process, and related security issues to local officials. This position coordinates all data requests within the Bureau of Elections applications. The incumbent will produce reports that the Election Operations Division director can use data to provide recommendations for process improvement or acquisition of new technology. This position will provide regular performance reports to Michigan Department of State staff.

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: 45

Responsible for administration of all operational duties resulting from the passage and implementation of Proposal 22-2. Duties include the processing of reimbursement requests, drop box orders and maintenance of prepaid postage for covered election mail.

Individual tasks related to the duty:

- Maintains clear and accurate records of pre and post reimbursement documents.
- Prepares and maintains manual and electronic records.
- Work with Bureau staff and Department of State Finance and Procurement offices to develop forms and eligibility criteria.
- Review and process application submitted through the Michigan Department of State's reimbursement application.
- Work with clerks to obtain additional information and/or items needed for approval.
- Optimize grant administration process; develop forms, policies, processes, and procedures; establishing a standardized grant monitoring methodology.
- Identify and report potential and actual problem areas to Manager.
- Create and maintain compliance records relative to third party requirements and reports status to the director.
- Prepare reports containing data on records reviewed, checks made, conclusions reached, exceptions taken, objections made, and actions proposed.
- Submit completed and approved requests to Department of State Finance and Procurement for payment.
- Provide email and phone support for grantee troubleshooting, training and education.
- Postage Permit management and tracking of USPS issues.

Duty 2

General Summary:

Percentage: 45

Create, run, maintain and generate all reports for data produced from Bureau of Elections applications. Current applications include but not limited to Qualified Voter File, CXOne, CARS, MiTN, eLearning, EDARP and OmniBallot. Create, run, maintain and generate all reports for data that impacts BOE projects.

Individual tasks related to the duty:

- Fulfill data requests sent to the Bureau of Elections.
- Run data reports from Bureau of Election application to support BOE data, project ideas, and performance.
- Review and maintenance of reports.
- Provide data on performance of BOE project implementation.
- Monitor the data impacts across all BOE projects.
- Ensure data, metrics and analysis to support special projects and Bureau initiatives.
- Provide data that aides in the evaluation of compliance, performance and feasibility of processes.
- Monitor data exchange between the Qualified Voter File and other internal applications.
- Coordinate with FOIA Coordinator & Metrics Analyst to determine existing data queries and the development of new reporting.
- Provide data on voter registration and voter activity to federal, state and local election officials.
- Monitor the data impacts across all BOE applications.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned

Individual tasks related to the duty:

- Other duties and projects as assigned

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

Determination of most efficient procedure to comply with a task where no formal guidelines have been established. The quality, as well as the quantity of work produced will be affected by these decisions.

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

When a request becomes time consuming, costly, or requires legal guidance. When clarification on office or departmental policy is needed.

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.

Some computer usage requires repetitive motion and eye strain (approximately 80 percent). Some travel may be required to meet the staff. This position also requires strict attention to detail which may be stressful. Typical office environment.

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):

- | | |
|---|--|
| ☐ 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 will support reimbursement and Prop 22-2 procedures and complete all data requests within the Bureau of Elections applications.

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

Duties related to Prop 22-2 and reimbursements were added.

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

The Bureau of Elections is responsible for supervising enforcement of the Michigan Election Law, Campaign Finance Act and Notarial Acts across the state. This position will provide data to drive informed decisions related to compliance, implementation and process improvement.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

Alternate Education and Experience**Departmental Technician 7**

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to organize, evaluate, and present information effectively
- Working knowledge of computer systems, information management concepts, and spreadsheet/data systems
- Experience in Adobe and Office applications - form and programming design preferred
- Ability to communicate effectively verbally and in writing
- Knowledge of (and experience with) sequential query language (SQL) preferred
- Knowledge of terminology used in 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

11/4/2025

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.

NATHAN WILSON

Employee

Date