

**State of Michigan
Civil Service Commission**

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

Position Code

1. STDIVADMI02N

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 STATE DIVISION ADMINISTRATOR 17	10. Division Election Operations
5. Working Title (What the agency calls the position) Elections Operations Director	11. Section
6. Name and Position Code Description of Direct Supervisor BRATER, JONATHAN P; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor ANDERSON, CHRISTINA H; SENIOR CHIEF DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 430 W. Allegan St. Lansing, MI / 8:00a.m. to 5:00p.m.; Monday - Friday

14. General Summary of Function/Purpose of Position

This position serves to direct and manage Bureau of Election's (BOE) Operations Division, including external and internal operations and performance activities. The purpose is to optimize the BOE's daily functions and the performance and quality of BOE functions and external partner activities. In conjunction with the Deputy Director, this position supports BOE by directing its relationships with vendors, managing the liaising with other State agencies and offices, directing grant and equipment distribution to local jurisdictions, overseeing special projects (including process improvements), serving as the main logistics point-of-contact for the Secretary of State website and phone functions (external). This position coordinates and communicates operational needs with the Deputy Director and the Director. The position also supervises the Election Projects and Process Section and provides second level supervision and leadership for the Data and Programs Section and the Public Elections and Technology Request Section within the Operations Division. The Data and Programs Section manages the Qualified Voter File, including the street index, ballot administration and candidate listing application, equipment, resource, and security implementation, along with analytics and requests and process tracking; the Public Elections & Technology Requests Section manages requests from clerks for purchasing of equipment and reimbursements and also oversees the Bureau's helpdesk.

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

Direct and Manage and Internal BOE Operations, including Election Projects and Process Section supervision.

Individual tasks related to the duty:

- Supervise quality assurance support for workflow.
- Serve as or manage State of Michigan liaison on a variety of initiatives affecting the Bureau.
- Communicate project and process statuses and updates with the Director and Deputy Director; solicit feedback for implementation.
- In conjunction with the Deputy Director, serve as leadership-level MDOS Liaison for Bureau projects and initiatives: including the office of human resources and website team.
- Direct special projects and initiatives affecting the Bureau, such as redistricting process improvements, ballot needs and Qualified Voter File (QVF) interoperability.
- Direct and manage the work of Election Project and Process team; coordinate work of DTMB project managers on Bureau projects.
- Supervise vendor relationship management- from identification of need to tracking and close out of relationships.
- Manage, plan and direct the operations and work processes matrix.
- Manage, plans and direct elections process and projects.
- Work with Director, Deputy Director and BOE team to develop policies and procedures.
- Other duties as assigned.

Duty 2

General Summary:

Percentage: 40

Second level supervision and support of the Data & Programs Section and Public Elections & Technology Requests Section.

Individual tasks related to the duty:

- Provide second-level supervision and support of the Data & Programs Section.
- Provide second-level supervision and support the Public Elections & Technology Requests Section.
- Resolve or escalate operating problems, budgetary matters, and technical matters as appropriate.
- Oversee talent related items; identify roles/skills needed, work with OHR, review Performance Reviews.
- Understand requirements for Data.
- Resolve and escalate sensitive QVF or other election technology-related issues to the Director and/or Deputy Director.

Duty 3

General Summary:

Percentage: 10

Direct BOE management of relationships with vendors and contractors

Individual tasks related to the duty:

- Direct BOE management of DTMB QVF Programming support.
- Supervise Operations Division staff responsible for portfolio development and management
- Direct BOE management of other BOE commercial vendors and contractors.
- Review with vendors and supervised staff the progress on ongoing projects with existing vendors
- Conduct and supervise long term and strategic planning of vendor work
- Direct adjustment of timelines and expectations as needed.
- Ensure staff identifies needs and opportunities for vendor improvements/expansion

Duty 4

General Summary:

Percentage: 5

Serves as a member of the BOE Leadership Team

Individual tasks related to the duty:

- Takes an active role in strategic BOE visioning.
- Complete area status report for Operations Division and Data and Programs and Help Desk areas.
- Plan and direct quality and process improvements to the BOE Management team.

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

- Manage subordinate staff which includes training, performance management, job assignments, work schedules
- Supervise staff in determining answers to external questions
- Supervise staff in determine vendor SLAs and recommendations to BOE leadership
- Recommend new workflows based on directed and managed staff recommendations

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

- Policy changes
- Matters that have department-wide implications
- Press-related questions
- Technical or vendor purchases
- Program direction
- Disciplinary action that may result in termination

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.

Work is performed in a typical office environment. Sitting/standing at a desk working on a computer. Some travel required to attend meetings or visit off-site locations. Some stressful situations may occur. Some light lifting may be involved.

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>
	DEPARTMENTAL SPECIALIST-2 13		DEPARTMENTAL SPECIALIST-2 13
	DEPARTMENTAL SPECIALIST-2 13		DEPARTMENTAL ANALYST-A 12
	DEPARTMENTAL ANALYST-A 12		DEPARTMENTAL MANAGER-3 14
	STATE ADMINISTRATIVE MANAGER-1 15		

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 position serves to direct and manage the Bureau of Election's (BOE) Operations Division, including external and internal operations and performance activities. The purpose is to optimize the BOE's daily functions and the performance and quality of BOE functions and external partner activities. In conjunction with the Deputy Director, this position supports BOE by directing its relationships with vendors, managing the liaising with other State agencies and offices, directing grant and equipment distribution to local jurisdictions, overseeing special projects (including process improvements), serving as the main logistics point-of-contact for the Secretary of State website and phone functions (external). This position coordinates and communicates operational needs with the Deputy Director and the Director. The position also supervises the Election Projects and Process Section and provides second level supervision and leadership for the Data and Programs Section and the Public Elections and Technology Request Section within the Operations Division. The Data and Programs Section manages the Qualified Voter File, including the street index, ballot administration and candidate listing application, equipment, resource, and security implementation, along with analytics and requests and process tracking; the Public Elections & Technology Requests Section manages requests from clerks for purchasing of equipment and reimbursements and also oversees the Bureau's helpdesk.

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

The position description has been updated to reflect creation of the Public Election & Technology Requests section and other organizational changes within the Division, as well as creation of new project managers reporting directly to the Director. Position description also reflects slight changes in duties and coordination with Deputy Director for backfilling purposes.

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

The Operations Division provides oversight on a range of operational and data functions of the BOE. This division 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:

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:

- Demonstrated management or operational experience
- Extensive Experience with procurement and or vendor management
- Thorough Knowledge of software and technical tools
- Extensive Project Management Experience
- Ability to identify, plan, align and execute on operational efficiencies
- Extensive knowledge of methods of planning, developing policies and procedures
- Ability to instruct, direct and evaluate employees.
- Ability to communicate effectively
- Knowledge of elections processes preferred

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.

Appointing Authority

12/1/2025

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
