

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

<b>Position Code</b> 1. DEPTMGR3F46N
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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> STATE POLICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> State Services Bureau
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL MANAGER-3	<b>10. Division</b> Emergency Management and Homeland Security
<b>5. Working Title (What the agency calls the position)</b> State Planning Unit Manager	<b>11. Section</b> State and Local Support
<b>6. Name and Position Code Description of Direct Supervisor</b> COVEY, GABRIEL J; STATE POLICE FIRST LIEUTENANT	<b>12. Unit</b> State and Local Planning Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> BRIGGS, BRIANNA L; STATE ADMINISTRATIVE MANAGER-2	<b>13. Work Location (City and Address)/Hours of Work</b> 7150 Harris Drive, Dimondale, MI 48821 / Monday through Friday, 730 AM to 430 PM

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

This position manages the State and Local Planning Unit, which provides planning and administrative support related to homeland security, state emergency planning, hazard mitigation, damage assessment, incident response and recovery, state agency emergency management coordinators, and local program jurisdictions under 1976 PA 390, as amended. Responsibilities of this position center on managing staff and activities related to these functional areas. Responsibilities include but are not limited to: 1) analyzing, interpreting and synthesizing state and federal guidance, policies and regulations; 2) managing the creation of planning guidance to facilitate the development of state, tribal and local government emergency and hazard mitigation plans and support documents; 3) managing the development of state emergency plans and support documents; 4) managing the development of state, tribal and local hazard mitigation plans; 5) serving as Planning Section Chief (or related positions) in the State Emergency Operations Center during incident response and recovery operations; and 6) providing support to state, tribal and local training and exercise activities as required. This position must function in a bias free manner.

**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**

Supervise staff and complete required administrative activities.

**Individual tasks related to the duty:**

- Provide day-to-day direction to and supervision of unit staff.
- Develop annual performance management plans for unit staff.
- Conduct annual (or more frequent, as required) performance evaluations for unit staff based on established performance management plans and develop corrective action recommendations as required for non- or sub-standard performance.
- Provide guidance on approved/proper work methods for unit staff.
- Conduct and/or arrange for and coordinate required training for unit staff.
- Assign, monitor, and review work for unit staff.
- Monitor and approve time accounting reports for unit staff.
- Approve leave requests for unit staff.
- Provide periodic (weekly/quarterly) written and/or oral reports of unit/staff activities, accomplishments, and issues of concern.
- Address logistical needs of unit staff (e.g., equipment needs, office/workspace issues, etc.) as required.
- Counsel/reprimand unit staff as required.

**Duty 2**

**General Summary:**

**Percentage: 20**

Oversee and assist with the development of the Michigan Emergency Management Plan (MEMP) and related support plans and documents.

**Individual tasks related to the duty:**

- Supervise and assist, as needed, unit and division staff in the development, revision and distribution of the MEMP.
- Supervise and assist, as needed, in the development, revision and distribution of key support documents to the MEMP, including but not limited to the: Michigan Hazard Analysis; Michigan Continuity of Government Plan; Michigan Disaster Debris Management Plan; Michigan Emergency Repatriation Plan; Michigan Hazard Mitigation Plan; Michigan Recovery Plan; and Michigan Disaster Housing Plan; Michigan Emergency Public Information Plan; and State Departmental Emergency Management Coordinator Handbook. Provide guidance to stakeholders related to the development and revision of the MEMP and support documents such as hazard-, function- or situation-specific plans and procedures.
- Establish and coordinate revision schedules and assignments for applicable plans and support documents.
- Develop and report on state emergency planning projects and activities under the federal Emergency Management Performance Grant (EMPG) and other applicable programs.
- Serve as the working contact for emergency planning-related issues with state agencies, nongovernmental organizations, tribal organizations, local governments, the Federal Emergency Management Agency/Department of Homeland Security, and other applicable stakeholders.
- Ensure plans and related documents comply with the Emergency Management Accreditation Program (EMAP) standards and applicable federal planning requirements such as (but not limited to) the National Incident Management System (NIMS) and the National Response Framework (NRF).

**Duty 3**

**General Summary:**

**Percentage: 15**

Manage the review of local emergency plans and the development and delivery of local planning guidance.

**Individual tasks related to the duty:**

- Supervise unit staff in the review of local Emergency Operations Plans for compliance with state requirements and alignment with federal guidance.
- Supervise unit staff for the review of local 302 site emergency response plans.
- Supervise unit and division staff in the development of local emergency planning guidance and templates.
- Assist unit staff with local planning activities as needed.
- Ensure unit staff provide technical assistance to Local Emergency Planning Committees and administrative support to the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) as the State Emergency Response Committee.
- Ensure unit staff assists with the application, administration, and closeout of the Hazardous Materials Emergency Preparedness grant in support of Local Emergency Planning Committees.

**Duty 4****General Summary:****Percentage: 15**

Oversee and assist with hazard mitigation planning activities.

**Individual tasks related to the duty:**

- Supervise unit staff in the development, revision and distribution of the Michigan Hazard Mitigation Plan including the Michigan Hazard Analysis to ensure it meets EMAP standards and federal planning requirements.
- Supervise unit staff in the development, revision and distribution of planning guidance to facilitate the development of local hazard mitigation plans that meet federal planning requirements.
- Manage the statewide development of local hazard mitigation plans using the above referenced guidance and other applicable documents.

**Duty 5****General Summary:****Percentage: 10**

Serve as Planning Section Chief (PSC) (or related positions) in the State Emergency Operations Center (SEOC) during emergencies, drills and exercises.

**Individual tasks related to the duty:**

- Respond to emergencies within or impacting the State of Michigan as directed by division command or the designated SEOC Director.
- Participate in drills and exercises, including but not limited to: routinely scheduled Radiological Emergency Preparedness (REP) drills/exercises; tabletop or functional exercises addressing specific hazards and/or functions; exercises supporting local jurisdictions or state agencies; exercises supporting FEMA or other federal agency partners; and exercises supporting nongovernmental entities that have identified roles in state emergency operations.
- In the role of SEOC PSC, manage the collection, compilation, analysis, synthesis, and documentation of incident related information to facilitate decision making and assistance requests and provide a record of actions taken.
- Aid in the analysis of and recommendation regarding requests for state assistance and a Governor's state of disaster or state of emergency declaration under 1976 PA 390, as amended.
- Assist with the development of required documentation and correspondence related to a request by the Governor for federal disaster relief assistance under the federal Stafford Act (PL 93-288, as amended) and/or other authorities.

**Duty 6****General Summary:****Percentage: 10**

Perform special projects and activities as assigned.

**Individual tasks related to the duty:**

- Attend staff/business meetings in place of the Section Manager as directed and required.
- Serve on the assigned committees and commissions and participate in activities as directed and required.
- Attend meetings of the MCCERCC and other special boards/commissions as directed and required.
- Attend regional and national meetings and conferences, as directed.
- Serve as division point of contact and Accreditation Manager for EMAP, overseeing coordination and administrative activities required for EMAP reaccreditation.
- Participate in special initiatives or programs as directed and required.
- Evaluate and complete special assignments or direct unit staff to complete as appropriate.

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

The employee makes decisions on the development and implementation of standards for state departments, tribal and local emergency planning programs in the state of Michigan and on interpretation of homeland security, emergency management, and hazard mitigation guidance issued by the Federal Emergency Management Agency (FEMA) and/or the Department of Homeland Security (DHS) and other federal agencies. Decisions will routinely involve approval of staff analysis of state and federal laws, implementing regulations and policies. These decisions may be based on: the availability of data; existing/anticipated state, national and international conditions; federal and/or state mandates; state agency needs; and the final end use (and users) of the completed products. Assign staff members and assist them with determining the best way to develop plans, guidance documents and training programs that benefit as many potential end users as possible within the context of the specific hazards, assignments, functions, processes or systems being addressed. Develop timetables and work schedules in accordance with division and state agency priorities.

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

Issues with financial, programmatic, or policy ramifications for the State of Michigan, the Department of State Police and/or other state departments, other division sections, or non-governmental entities. Issues that significantly affect overall program direction, involve upper (executive) management at the federal, state, and local level (including private organizations and business/industry), or that involve potentially controversial subjects.

**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.**

This position entails routine office work including use of a personal computer, telephone, and participation in meetings (in-person and remote). Driving an automobile, operating general office and audio-visual equipment, standing, sitting, typing, writing, walking, stooping, kneeling, carrying and bending are all physical tasks that may be performed occasionally. This position will operate from a variety of locations including office, home office, classroom and meeting rooms, and incident scenes. Transporting boxes of published material or audio-visual equipment required occasionally. Travel via automobile, commercial transport carrier or state aircraft to meetings, conferences, and incident scenes required occasionally. Attendance at state and national conferences required occasionally. This position involves working in disasters or emergency situations as required and may involve occasional fieldwork to conduct site inspections or damage surveys. Depending on situational needs, these inspections may require the employee to physically visit and inspect damaged sites on foot or via automobile, or as a passenger on a boat, helicopter, or fixed wing aircraft.

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>
OSTRANDER, GREG	PLANNING ANALYST-A 12	MATZKE, THOMAS E	PLANNING ANALYST-A 12
SOBOCINSKI, MICHAEL A	PLANNING ANALYST-A 12	HARDY, RAQUEL M	PLANNING ANALYST-E P11
IZYDOREK, NATHAN R	PLANNING ANALYST-E P11	VACANT	PLANNING ANALYST-E
HOLLAENDER, HENRIK	PLANNING SPECIALIST-2 13	VACANT	PLANNING SPECIALIST-2

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 manages and directs the State and Local Planning Unit in the development and implementation of plans and support documents, planning guidance, and grants to ensure the effective mitigation of, preparedness for, response to and recovery from disasters, emergencies, and other threats at the state, tribal and local government levels in Michigan.

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

This review of the position's duties reflects responsibilities regarding local planning reviews and technical assistance that the position has already carried out since the merger of the State Planning Unit and Local Planning Unit into the State and Local Planning Unit. The initial development of plans and support documents is performed by staff and reviewed and edited by this position. Due to the unit's planning workload, it is necessary for this position to remain involved in the development of plans and planning support documents.

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

The State and Local Planning Unit within the State and Local Support Section has primary responsibility for the development of state-level emergency plans, planning studies, procedures, guidance documents and training programs aimed at improving the capabilities of state agencies to mitigate, prepare for, respond to and recover from disasters and emergencies within Michigan or affecting Michigan. This position manages staff members as they address the issues in support of the division's overall planning activities. The division is required by federal and state regulations to develop a program to ensure that state agencies are adequately prepared to provide needed emergency services to local governments, and to take prudent actions to save lives, protect public health and safety, and prevent or minimize damage to public and private property from natural, technological or human-related hazards. Such actions can help minimize or eliminate adverse impacts on individuals and families, businesses and communities, thereby reducing economic and social disruption and the possibly the need to render federal and state disaster relief assistance. This position ensures completion of the necessary guidance required to implement this mandate.

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 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:**

The State and Local Planning Unit within the State and Local Support Section has primary responsibility for the development of state-level emergency plans, planning studies, procedures, guidance documents and training programs aimed at improving the capabilities of state agencies to mitigate, prepare for, respond to and recover from disasters and emergencies within Michigan or affecting Michigan. This position manages staff members as they address the issues in support of the division's overall planning activities. The division is required by federal and state regulations to develop a program to ensure that state agencies are adequately prepared to provide needed emergency services to local governments, and to take prudent actions to save lives, protect public health and safety, and prevent or minimize damage to public and private property from natural, technological or human-related hazards. Such actions can help minimize or eliminate adverse impacts on individuals and families, businesses and communities, thereby reducing economic and social disruption and the possibly the need to render federal and state disaster relief assistance. This position ensures completion of the necessary guidance required to implement this mandate.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Professional Emergency Manager (PEM) certification required (to be obtained following appointment).

*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.*

EMILY UPTON

3/26/2026

\_\_\_\_\_  
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