

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. DEPTMGR3A94N

**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> Information and Technology Bureau
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL MANAGER-3	<b>10. Division</b> Office of Highway Safety Planning
<b>5. Working Title (What the agency calls the position)</b> Section Manager	<b>11. Section</b> Program Management Section
<b>6. Name and Position Code Description of Direct Supervisor</b> SLEDGE, ALICIA M; SENIOR POLICY EXECUTIVE	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> CASTRO, MELISSA; SENIOR DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 7150 Harris Drive, Dimondale 48821 / 8 a.m. to 5 p.m., Monday – Friday, and as required

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

This position functions as the federal grants manager for the OHSP. In addition, this position provides oversight for the administration of numerous traffic safety grants and assures compliance with all deadlines. The position provides assurance of optimal project performance, impact, and compliance with federal regulations for all grant projects. This position provides oversight for the Police Traffic Services, Occupant Protection, Impaired Driving, Motorcycle Safety, Pedestrian/Bicycle, Teen/Senior/Distracted Driver/Emergency Medical Services, School Bus Safety, and Roadside Safety Programs. This position assists with the development of goals and objectives in the Triennial Highway Safety Plan and the Annual Grant Application. The position is also responsible for ensuring issued OHSP grants are accountable and generating the maximum benefit to the State Highway Safety Program. 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: 40**

Provide oversight and coordination of all grant activities for traffic safety grant projects.

**Individual tasks related to the duty:**

- Provide training to the program staff as needed in the management of federal grant programs and other duties related to the coordination and facilitation of traffic safety programs and activities.
- Provide guidance and direction for program staff on grant management issues.
- Monitor grant progress reports to assure intended grant and program objectives are being met and in compliance with federal standards and regulations.
- Help to organize and coordinate annual grant orientation training for staff and grantees.
- Conduct yearly review of grant management requirements and grant application to ensure these documents are current and in compliance with federal and state regulations.
- Assure annual completion of all grant development tasks in accordance with established OHSP, state and federal deadlines.
- Participate in public information and education material development, updates, and reviews for campaigns and items used to support the Program Management Section's traffic safety programs.

**Duty 2**

**General Summary:**

**Percentage: 25**

Coordinates development of the Program Management Sections portion of the data driven Triennial Highway Safety Plan and the Annual Grant Application which averages \$20 million in accordance with the federal requirements of the U.S. Department of Transportation, National Highway Traffic Safety Association (NHTSA).

**Individual tasks related to the duty:**

- Oversee activities required to solicit input from state and local traffic safety partners into the OHSP grant development process.
- Review and approve traffic safety grant development plans for inclusion into the state Annual Grant Application. Plans must be based in problem identification, considering state and national priorities, contain measurable outcomes and show potential program impact.
- Design and direct activities that accomplish statewide goals, i.e. recommend training for a variety of disciplines, host conferences, develop agendas, initiate projects, oversee program assessments, and evaluations.
- Assure compliance with all established deadlines including grant development, monitoring and completion of grant activities.
- Actively participate in state and national conferences, meetings and trainings for strategic planning and implementation purposes.

**Duty 3****General Summary:****Percentage: 25**

Provide oversight and coordination of the Program Management Section.

**Individual tasks related to the duty:**

- Assist assigned staff with establishing priorities, coordinating activities, provide guidance, direct and participate in the development of related policies and procedures.
- Supervise staff including approving leave requests, making assignments, conducting employee performance appraisals, conducting interviews, making hiring recommendations, etc.
- Participate fully in the continuous improvement of OHSP operational and strategic processes keeping with the Department and Division Mission and Vision statement as well as OHSP Guiding Principles.
- Represent the office and the director at various meetings, presentations and conferences. Make presentations as requested to staff, traffic safety partners, statewide audiences, and law enforcement groups

**Duty 4****General Summary:****Percentage: 5**

Oversee the Program Management Section's grant monitoring schedules and documentation throughout the fiscal year.

**Individual tasks related to the duty:**

- Determine frequency of grant monitoring by Program Coordinators.
- Ensure scheduling and completion of grant monitorings to assure compliance with state and federal guidelines.
- Determine process for follow-up activity resulting from the on-site monitoring and assure the resolution of issues and problems.
- Provide general oversight of program assessments by section staff.
- Assist with providing the Division Director and other division managers with information required for state and federal audits, and federal management reviews.

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

Facilitate and encourage greater use of technology for management of the Federal grant program.

**Individual tasks related to the duty:**

- Work in concert with the Planning Section to identify system upgrades to the web-based grant application and progress/cost reporting system. Ensure training is provided to Program Section staff on system upgrades.
- Continually review the internal OHSP grant management processes to assure technology is being used in the most efficient and effective manner. Solicit ideas for system improvements from staff and users.

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

Decisions are made daily regarding grant development objectives, budgets and activities affecting the implementation of traffic safety grant projects. These decisions affect the expenditure of federal and state highway safety grant funds working with units of local government, other state agencies and nonprofit associations. The operation and integrity of OHSP will be impacted by these decisions both on a statewide and national level. Decisions regarding personnel issues, staff concerns, and general office operations are made on a daily basis.

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

When a decision might conflict with federal regulations, OHSP policy or MSP positions; or might result in negative publicity for OHSP or MSP

**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.**

Routine office environment and some travel both in and out of state.

**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>
AGUEROS, MELISSA B	DEPARTMENTAL ANALYST-E P11	ALVAE, MACKENZIE	DEPARTMENTAL ANALYST-E P11
PASSMORE, QUINN D	DEPARTMENTAL ANALYST-E P11	RUECKERT, KARA E	DEPARTMENTAL ANALYST-E P11
SANBORN, CHRISTY J	DEPARTMENTAL ANALYST-E P11		

**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?**

Providing oversight and coordination of all grant activities for the traffic safety grant projects.

Develop the grants in accordance with the federal requirements of the USDOT and NHTSA.

Management of the staff members in the Program Management Section.

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

Updated Duty #2 language and removed task from duty #4. Essential functions and tasks remain the same.

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

The Office of Highway Safety Planning is the designated state highway safety office working extensively with federal, state and local officials to address traffic safety issues and problems statewide. This position serves a critical role of providing direction and leadership to program staff with responsibility for developing and implementing the traffic safety grants and other programs identified through the highway safety planning process. This position is also responsible for monitoring the progress of the grants to ensure that performance objectives are being met and that the program is in compliance with all federal and state regulations. This position also works in cooperation with the Planning Section to identify improvements to the web-based grant application system.

**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:**

Must possess excellent skills in leadership, interpersonal and written communications, problem solving and organization, public presentations/speaking, and be highly motivated and proactive.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

*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.*

\_\_\_\_\_  
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