

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

**Position Code**

1. STDDADM1V80N

## 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> DOC-CORRECTN CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Budget and Operations Administration (BOA)
<b>4. Civil Service Position Code Description</b> State Administrative Manager-1	<b>10. Division</b> Training
<b>5. Working Title (What the agency calls the position)</b> Business Operations Manager	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> BARR, RICHARD A; A/STATE OFFICE ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> HAMP, JULIE; SENIOR DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> Green Oaks Training Facility 8701 M-36, Whitmore Lake, MI 48189 / Monday-Friday 8 am -5 pm

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

This position serves as the State Administrative Manager for the MDOC Training Division, providing high-level administrative leadership and oversight for the Green Oaks Training Academy (GOTA) and the Northern Training Academy. The incumbent plans, organizes, directs, and evaluates division-wide administrative functions, including strategic planning, policy development, budget administration, procurement and contract management, facilities coordination, and administrative staffing. The position ensures academy operations are efficient, compliant, and aligned with departmental objectives and statewide standards, serving as the primary liaison with MDOC leadership, DTMB, stakeholders, and other state agencies. The incumbent leads cross-functional initiatives to modernize training infrastructure, implement new technologies, and improve business processes in support of MDOC's mission.

**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**

Provides administrative leadership for the Training Division's academy operations, ensuring policy compliance, strategic alignment, and effective delivery of training infrastructure and support services.

**Individual tasks related to the duty:**

- Plan, organize, direct, and evaluate administrative operations for GOTA and the Northern Training Academy to ensure adherence to state and departmental policies.
- Develop, implement, and maintain internal policies, procedures, and standard operating practices for administrative functions.
- Lead operational planning, resource prioritization, and program evaluation to support training capacity and service quality.
- Serve as the primary business operations liaison with MDOC central office, DTMB, Treasury, and other state agencies; represent the division in audits, reviews, committees, and interdepartmental workgroups.
- Supervise administrative and support staff: hiring, onboarding, coaching, performance management, work assignment, approval of time/leave, and training compliance.
- Coordinate with MDOC Human Resources on labor relations matters, personnel actions, timekeeping, and staffing plans.
- Promote a positive work environment, staff development, succession planning, and retention strategies.
- Prepare monthly and ad hoc administrative reports, dashboards, and documentation; ensure accurate recordkeeping and adherence to departmental reporting standards.
- Provide policy guidance and direction to staff; conduct team meetings consistent with policy; ensure position descriptions remain current and accurate.
- Provide administrative oversight of maintenance functions and mobilize authorized resources to mitigate operational disruptions during emergencies.
- Build and maintain relationships with vendors, community partners, and training collaborators to enhance program support.

**Duty 2**

**General Summary:**

**Percentage: 25**

Directs the Training Division's financial administration for both academies, ensuring compliant, transparent use of funds and effective procurement/contract management.

**Individual tasks related to the duty:**

- Develop and administer the annual operating budgets for GOTA and the Northern Training Academy, including general fund, restricted fund, and special projects; lead annual spending plan development.
- Monitor expenditures, reconcile accounts, and ensure compliance with SIGMA and DTMB financial policies and procedures.
- Prepare financial reports, justifications, trend analyses, and budget forecasts for executive leadership and oversight bodies.
- Identify funding needs; support grant applications and supplemental funding requests in collaboration with leadership.
- Oversee procurement of supplies, equipment, food service, training materials, and contracted services consistent with state procurement laws and DTMB guidelines.
- Manage vendor contracts: RFP development, renewals, performance evaluation, and issue resolution with Procurement Services.
- Ensure uniform ordering and inventory management processes are controlled, auditable, and timely; partner with MSI for distribution.
- Maintain internal controls and segregation of duties appropriate to state fiscal management standards.

**Duty 3**

**General Summary:**

**Percentage: 20**

Provides administrative oversight for facility governance and asset lifecycle management across training campuses, including capital planning and regulatory compliance.

**Individual tasks related to the duty:**

- Coordinate with DTMB and MDOC Facilities Administration on maintenance, repairs, and capital improvement projects; ensure alignment with modernization and program expansion goals.
- Lead the preparation and submission of Capital Outlay Reports/Requests; manage documentation via Content Manager.
- Oversee inventory control, asset tagging, fixed asset tracking/reporting, surplus property disposal, and MI-Bid activities (listing, sale, surplus, scrapping).
- Develop and maintain fire safety and occupational health and safety programs; ensure compliance with safety, accessibility, environmental and related regulatory standards.
- Approve preventive maintenance plans and annual facility PM reports; review and approve MicroMain work orders.
- Review and approve monthly tool logs and vehicle logs; ensure equipment related to groundskeeping and facility operations is maintained per policy and manufacturer standards.
- Develop and maintain a five-year improvement plan for the physical plant; maintain facility documentation and audit readiness.

**Duty 4**

**General Summary:****Percentage: 10**

Performs additional duties to support Training Division priorities and statewide initiatives.

**Individual tasks related to the duty:**

- Represent the Department in meetings, committees, and interagency groups.
- Lead or contribute to special projects and cross-functional initiatives.
- Perform 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.**

This position independently makes decisions regarding operational priorities, resource allocation, staff assignments, and interpretation of policies to ensure efficient program administration, general management responsibility for goals, research, development, implementation, and evaluation of physical plant needs, capital outlay improvements.

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

Decisions that require deviation from the approved budget and changes to Department Policy.

**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.**

- Exposure to loud noises during ordnance training programs
- Lifting more than 50 lbs of supplies and equipment
- Standing for extended periods
- Exposure to inclement weather
- Exposure to lead particles, chemical agents and solvents/lubricants
- Exposure to low velocity impacts
- Sitting for extended periods
- Frequent travel including driving, walking, climbing stairs, using elevators

**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>
	HUMAN RESOURCES MGR-2 13		HUMAN RESOURCES MGR-2 13
	HUMAN RESOURCES DVLPR SPL-2 13		HUMAN RESOURCES DVLPR SPL-2 13
	FINANCIAL SPECIALIST-2 13		DIETITIAN NUTRITIONIST MGR-1 12
	HUMAN RESOURCES DEVELOPER-A 12		DEPARTMENTAL TECHNICIAN-E
	ELECTRICIAN LICENSED-A 10		MAINTENANCE MECHANIC-A 10
	MAINTENANCE MECHANIC-A 10		

**Additional Subordinates****20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| Y | Complete and sign service ratings. | Y | Assign work.                      |
| Y | Provide formal written counseling. | Y | Approve work.                     |
| Y | Approve leave requests.            | Y | Review work.                      |
| Y | Approve time and attendance.       | Y | Provide guidance on work methods. |
| Y | Orally reprimand.                  | Y | 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 as the State Administrative Manager for the MDOC Training Division, providing high-level administrative leadership and oversight for the Green Oaks Training Academy (GOTA) and the Northern Training Academy. The incumbent plans, organizes, directs, and evaluates division-wide administrative functions, including strategic planning, policy development, budget administration, procurement and contract management, facilities coordination, and administrative staffing. The position ensures academy operations are efficient, compliant, and aligned with departmental objectives and statewide standards, serving as the primary liaison with MDOC leadership, DTMB, stakeholders, and other state agencies. The incumbent leads cross-functional initiatives to modernize training infrastructure, implement new technologies, and improve business processes in support of MDOC's mission.

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

New establishment.

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

The physical grounds and buildings support the training of all new MDOC and contractual employees to ensure a workforce that is well prepared to manage job duties and an offender population. The incumbent plans, organizes, directs, and evaluates division-wide administrative functions, including strategic planning, policy development, budget administration, procurement and contract management, facilities coordination, and administrative staffing. The position ensures academy operations are efficient, compliant, and aligned with departmental objectives and statewide standards, serving as the primary liaison with MDOC leadership, DTMB, stakeholders, and other state agencies. The incumbent leads cross-functional initiatives to modernize training infrastructure, implement new technologies, and improve business processes in support of MDOC's mission.

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 Administrative Manager 15**

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

**Alternate Education and Experience**

**State Administrative Manager 15**

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year 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:**

Exceptional personal and professional integrity, good organizational and leadership skills, strong work ethic, good written and verbal communication skills, ability to deal well with people of all levels, professional demeanor, high degree of initiative and willingness to do what needs to be done to get the job done.

**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.***

ASHLEY NORTON

1/19/2026

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