

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

Position Code

1. STDIVADMB99N

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 DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Budget & Operations Administration
4. Civil Service Position Code Description STATE DIVISION ADMINISTRATOR	10. Division Budget & Projections Division
5. Working Title (What the agency calls the position) Budget Officer/Administrator	11. Section
6. Name and Position Code Description of Direct Supervisor VACANT; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor HAMP, JULIE; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Grandview Plaza; 206 E. Michigan Ave Lansing, MI 48909 / Monday – Friday / 8:00AM – 5:00pm

14. General Summary of Function/Purpose of Position

Position functions as Michigan Department of Corrections (MDOC) department-wide Budget Officer. This position is responsible for developing MDOC's budget request submissions to the State Budget Office. Develops and approves current year spending plans for each appropriation and program and monitors expenditures and resource requirements for the current and upcoming fiscal years. Directly responsible for developing all spending plans and fiscal need projections and final approval and dissemination of these plans. Directly responsible for developing state-wide guidelines and procedures for development of annual spending plans. Approves all spending plans, fiscal projections, and all spending plan changes. Responsible for supervising day-to-day operations of the Budget & Projections Division. Serves as the Department's liaison with the State Budget Office, Senate and House Fiscal Agencies and the Legislature in support of MDOC's budgetary requests and operations.

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: 50

Develop the Department's overall budget request and proposal including economic detail and specific line-item detail.

Individual tasks related to the duty:

- Develop and disseminate instructions for managers department-wide regarding future fiscal year budget development for both current and projected workloads as well as for changes in program operations for both operational and capital outlay budgets.
- Provide department-wide direction for development of future budget requirements for all appropriated line items. Conduct reviews and incorporate information into the total department request.
- Review and analyze department-wide baseline budget requests and program revisions for inclusion in the upcoming budget and correctly classify all requests as baseline or program changes while obtaining sufficient detail from requesting parties to support the overall request.
- Develop consistently formatted budget detail for submission to the State Budget Office which accurately develops costs for each item requested as well as providing detailed support for all requests.
- Direct department-wide development of object code level economic detail for appropriation line items for use by the State Budget Office in the statewide Defined Calculations (economics) process.
- Develop baseline requests and program changes for administrative approval prior to submission to the State Budget Office.
- Prepare and submit all required reports or documents to the State Budget Office.
- Develop and obtain adequate supporting documentation and material from all areas of the department to effectively advocate for the department's request with the State Budget Office.
- Develop and maintain legislative historical data actions taken throughout the budget development process by the various legislative committees.
- Develop and maintain professional relationships with the Senate and House Fiscal Agencies, legislative staff, and State Budget Office staff regarding the department's budget.

Duty 2

General Summary:

Percentage: 25

Review and approve spending plans submitted by all appropriation units within the Department of Corrections.

Individual tasks related to the duty:

- Develop spending plan documents working with departmental administrators to assure completeness and accuracy.
- Review and adjust spending plan documents submitted by correctional facilities, field operations, and other department program areas to ensure requests are within appropriated funding levels and that requests support the department's mission, goals, and objectives.
- Administer all processes and procedures for the development, review, and approval of all spending plans.
- Develop and maintain professional working relations with departmental managers, and administrators regarding budgetary and financial matters.
- Coordinate and manage all spending change requests.
- Conduct spending plan meetings with departmental administrators to discuss relevant issues.
- Develop approved spending plans for the entire department which meet the current goals and objectives of the department as well as legislative and statutory requirements.

Duty 3

General Summary:

Percentage: 10

Manage, supervise and direct the Budget and Projections Division.

Individual tasks related to the duty:

- Manage Budget and Projections Division staff including assignment of work, creation of special projects, responding to special requests from various managers within the department as well as hiring, service ratings, terminations and approval of annual and sick leave.
- Develop personal and staff competencies in all areas of the department, all technical tools available to develop information regarding the department, its mission, goals, and objectives and in all necessary areas including SIGMA, Business Intelligence, and Business Objects.

- Provide direction on various work projects and products regarding content, format and distribution, and their potential impacts.

Duty 4

General Summary:

Percentage: 15

Represent the Budget and Operations Administration at legislative hearings and meetings within the department and other areas of state government.

Individual tasks related to the duty:

- Participate in State Budget Officer and Administrative Officer organizations, regarding issues of impact to all departments and of special interest / impact to the Department of Corrections.
- Attend and participate as needed at all Senate and House Subcommittee and Full Appropriation Committee meeting at which any Department of Corrections item is on the agenda. Provide testimony at those meetings as required.
- Attend and participate as needed at Joint Capital Outlay Committee meetings of concern to the Department of Corrections.
- Attend and participate in meetings held throughout the department including spending plan meetings, reorganizations, staff meetings, and organizational and planning meetings.
- 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.

Development of spending plans and instructions. Assignment of staff to key projects. Prioritization of projects under development by the Budget & Projections Division. Answering legislative service staff inquiries.

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

Items with significant legislative or community impact.
Items with significant department-side impact.

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.

Computer Use – 75% of the time.
Attending legislative meetings – 10% of the time.
Attending MDOC meetings / conferences / visiting department locations – 10% of the time.
Late night / weekend work hours and legislative sessions – 5% of the time.

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>
	STATE ADMINISTRATIVE MANAGER-1 15		FINANCIAL SPECIALIST-2 13
	FINANCIAL ANALYST-E		FINANCIAL ANALYST-E

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?

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

Position has not significantly changed updating to have on file with Civil Service.

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

Budget and Operations Administration is responsible for oversight of all Central Office staff support functions and for providing internal organizational support for the department. This position functions as the department-wide Budget Officer for a \$2.1 Billion budget.

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:

Knowledge of state accounting practices.
Knowledge or experience with the Department.

**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

2/2/2026

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