

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

Position Code 1. STDIVADMC34N

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 LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) WDCA/Board of Trustees
4. Civil Service Position Code Description STATE DIVISION ADMINISTRATOR	10. Division Funds Administration
5. Working Title (What the agency calls the position) Funds Administrator	11. Section
6. Name and Position Code Description of Direct Supervisor MCDONOUGH, EMILY A; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor NOLISH, JACK A; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 2501 Woodlake Circle, Okemos, MI / Monday – Friday 8:00 am to 5:00 pm / Hybrid Option
14. General Summary of Function/Purpose of Position The Funds Administrator's job is to direct the day-to-day activities of the Second Injury Fund, Silicosis, Dust Disease and Logging Industry Compensation Fund, the Self-Insurers' Security Fund and the Christopher R. Slezak First Responder Presumed Coverage Fund, which includes budgeting, accounting, purchasing, personnel, planning, organizing, directing the Funds activities and establishing policies and procedures for the Trustee's approval.	

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: 20

As a second level executive administrator, oversee the Funds' staff in the handling of claims brought against the Funds.

Individual tasks related to the duty:

- A determination must be made if the claim should be paid, denied, kept in the Funds' office or referred to the Attorney General's office, redeemed, tried or appealed. Pass on delegated settlement authority to two Group 4 managers to use in the redemption of claims.
- Established policy and procedures for the proper processing of payments to individual employees, ensuring they are paid in a timely manner as there are penalty provisions in the workers' compensation statute which could require a Fund to pay an additional fee on each payment which is delinquent for more than 30 days.
- This position reviews the first payment made in all cases, periodically reviews files being paid.

Duty 2

General Summary:

Percentage: 20

Oversee and manage the development, administration, and monitoring of the Funds' budgets to ensure accurate financial planning, compliance with statutory and policy requirements, and effective use of resources in support of Fund operations.

Individual tasks related to the duty:

- Develops annual operating budgets for all assigned Funds in coordination with Trustees, management, and relevant stakeholders.
- Monitors and controls expenditures to ensure compliance with approved budgets, statutory requirements, and established policies and procedures.
- Analyzes financial data and trends to forecast revenues, expenditures, and fund balances.
- Reviews, approves, and tracks expenditures to ensure compliance with budgetary limits, policies, and statutory requirements.
- Prepares budget justifications, summaries, and supporting documentation for Trustee review and approval.
- Recommends budget modifications, transfers, or corrective actions based on operational needs and financial analysis.
- Ensures compliance with state budgeting, accounting, and reporting requirements.
- Coordinates with accounting staff to reconcile budgeted amounts with actual expenditures.
- Provides regular budget status reports to Trustees and leadership.
- Participates in audits or financial reviews related to budget activities and responds to inquiries or findings.

Duty 3

General Summary:

Percentage: 15

Ensure that all case files referred to the Attorney General's Office and handled by Special Assistant Attorneys General (SAAGs) are thoroughly investigated, accurately prepared, and submitted in a timely manner. This includes conducting any necessary follow-up investigations, gathering supplemental information, and maintaining communication with involved parties to support the legal process. The position is responsible for ensuring the completeness, accuracy, and readiness of case files to facilitate effective legal action and resolution.

Individual tasks related to the duty:

- The litigation for the Funds is handled by the Attorney General's workers' compensation division. There are full-time Assistant Attorneys General and Special Assistant Attorneys General who handle this litigation. The Assistant Attorney General in charge directs the activities of the staff attorneys and Special Assistant Attorneys General through a cooperative effort. The Funds' staff decide which cases will be tried, settled, voluntarily paid or what stipulations will be entered into.
- This position acts as a liaison between the Trustees and the Attorney General's office as many of the Trustee policies and procedures are matters which end up being litigated by the Attorney General's office. Cases in litigation may be before the Board of Magistrates, Appellate Commission, Court of Appeals or Supreme Court.
- After a decision by a magistrate, the Appellate Commission, Court of Appeals or Supreme Court, we must advise the Attorney General's office on the position we want to take, setting forth the issues we think should be raised and why. Certain cases are reviewed with the Trustees in advance of recommendations to the Attorney General's office.
- Briefs filed by plaintiff and defendants are reviewed as well as the briefs prepared by the Attorney General's office to

ensure that the positions taken are in accordance with the Trustee policies and procedures. This position will suggest arguments that might be used by the Attorney General and prepare documents that will be incorporated in the brief.

- This position also attends oral arguments on important cases at the Appellate Commission, Court of Appeals and Supreme Court in order to keep the Trustees advised on how the cases are proceeding. This is done also to keep the staff advised of the matters being litigated at the Appellate Commission, Court of Appeals or Supreme Court so the staff can take a consistent position in similar cases involving the Funds.

Duty 4

General Summary:

Percentage: 10

Review and update the policies and procedures in place for the Second Injury Fund; Silicosis, Dust Disease and Logging Industry Compensation Fund; and Self-Insurers' Security Fund.

Individual tasks related to the duty:

- Give executive interpretation and direction to policies established by Board of Trustees.
- Establish policy and procedures where there is interplay between the Funds Administration and another agency, whether private or governmental.
- Provide information and analysis to the Board of Trustees where their policy is lacking or deficient.

Duty 5

General Summary:

Percentage: 10

Revenue is received each calendar year to administer and pay workers' compensation claims against the Funds from assessments against insurance companies that write workers' comp coverage and employers that self insure their risk.

Individual tasks related to the duty:

- Provide executive direction to the assistant administrator regarding the recommended assessment for the Self-Insurers' Security Fund.
- Provide executive direction to the analyst charged in working with the Compensation Advisory Organization of Michigan and Michigan Property and Casualty Guaranty Association to obtain necessary information to call the assessments for the Second Injury Fund and Silicosis, Dust Disease and Logging Industry Compensation Fund.
- Assure that the assessment payments are received from each insurance company and self-insured employer. The assessment receipts finance the Funds as no money comes from the State's General Fund.

Duty 6

General Summary:

Percentage: 10

Ensure that proper procedures and protocols are in place to account for all revenue and expenditures of the various funds.

Individual tasks related to the duty:

- The Second Injury Fund assessment finances five separate fund responsibilities and each Fund responsibility is separately accounted for. The Second Injury Fund is divided into the total and permanent disability provisions; 70% provision; Hire the Handicapped provision; Dual Employment provision; and the Two Years Continuous Disability provision.
- The Silicosis, Dust Disease and Logging Industry Compensation Fund is currently divided into two separate Funds. The Silicosis & Dust Disease Fund has been in effect since 1966 and effective January 1, 1982, the Logging Industry Compensation Fund. There is also a PBB provision of the Silicosis & Dust Disease Fund. However, since no claims are currently in litigation or benefits being paid under this provision, there is no separate accounting function for this Fund responsibility at this time.
- The Self-Insurers' Security Fund is separately accounted for the expenditures out of this Fund are further broken down by the insolvent self-insured employers on which the Fund has to make payments. Separate records must also be maintained for each self-insured employer for each policy period of self insurance so that appropriate reimbursements can be secured from aggregate and specific excess carriers. Oversee separate accounting for any trust fund established from security of an insolvent self-insured employer.

Duty 7

General Summary:

Percentage: 10

Meet with officers and employees of insurance companies and self-insured employers advising them of the Fund's policies and positions, attend meetings and give speeches and prepare reports on the Fund's activities.

Individual tasks related to the duty:

- In addition, meet or deal with magistrates, Appellate Commission members, the Workers' Compensation Agency staff, plaintiff attorneys, defense attorneys, unions, service companies for self-insured employers, excess carriers, bonding companies, bankruptcy courts, bankruptcy trustees, State agencies such as the Treasury Department,

Department of Management and Budget, Accounting Division, Budget Division, Space Management Division, Purchasing Division; The Department of Education Rehabilitation Services Division, as well as senators and representatives.

Duty 8

General Summary:

Percentage: 5

Work with the Attorney General's office in the training of the Funds Assistant Attorneys General.

Individual tasks related to the duty:

- Educate all new Assistant Attorneys General on the past policies of the Fund Trustees on all legal matters involving the Funds.
- Coordinate and conduct periodic training seminars in conjunction with the Attorney General's office to keep all Assistant Attorneys General up to date on cases involving the Funds.

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

- Work assignments, priorities and interpretation of staff and assistant administrators.
- Decisions or changes in division operating procedure and methods that conform to the Agency's general policies.
- Deciding which matters should be brought to the attention of the Board of Trustees at bi-monthly meetings.
- Making recommendations after reviewing all first payments on payment or denial.

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

- Decisions that involve a major change in policy previously established by the trustees are reviewed with the Trustee Board.
- Decisions that involve politically sensitive areas are reviewed with the director of the agency and the trustees.
- Decisions involving unusual personnel actions, budgeting, purchasing, and office facilities are reviewed with the WCA director and trustees.

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.

- General office environment.

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>
SALYER, STEPHANIE C	STATE ADMINISTRATIVE MANAGER-1 15		ACCOUNTANT-E
	DEPARTMENTAL TECHNICIAN-E		STUDENT ASSISTANT-E
WILLMORE, DENISE K	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?
The Funds Administrator's job is to direct the day-to-day activities of the Second Injury Fund, Silicosis, Dust Disease and Logging Industry Compensation Fund and the Self-Insurers' Security Fund which includes budgeting, accounting purchasing, personnel, planning, organizing, directing the Fund's activities and establishing policies and procedures for the Trustee's approval.

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

25. What is the function of the work area and how does this position fit into that function?
This division administers the Second Injury Fund; Silicosis, Dust Disease and Logging Industry Fund, and the Self-Insurers' Security Fund. This position oversees the staff responsible for this activity.

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.

Preferred Education: Bachelor's in Business, Public Administration, or Accounting.

EXPERIENCE:

State Division Administrator 17
Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Preferred Experience: Five years technical or administrative experience in workers' compensation, at least 3 years at the supervisory or managerial level.

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:

- Substantial knowledge of the Workers' Disability Compensation Act and its interpretation.
- An understanding of the State's accounting and budgetary process.
- Ability to deal with the supervision of people.
- Knowledge of insurance and self-insurance concepts.

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

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