

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-MSHDA
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description State Assistant Administrator	10. Division Executive
5. Working Title (What the agency calls the position) Project Management Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor KLONT, TIMOTHY D; STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor KLONT, TIMOTHY D; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work MSHDA 735 E. Michigan Ave. Lansing 48912 / Monday - Friday 8 a.m. - 5 p.m.
14. General Summary of Function/Purpose of Position The Project Management Specialist ("Specialist") is MSHDA's central resource for project management best practices, coordination, tools, and reporting. The Specialist, under the direction of the Chief Operating Officer, manages assigned projects, supports business areas in developing and executing project plans, and ensures alignment with agency priorities, compliance requirements, and risk controls. This role contributes to the development and maintenance of the agency's project management framework to promote consistent, efficient, and effective project and service delivery across the organization. The Specialist also identifies process inefficiencies and applies lean process improvement (LPI) methods to enhance operational efficiency and improve service delivery.	

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: 60

Project Management, Standards, & Tracking

Individual tasks related to the duty:

- Lead end-to-end project delivery from intake through completion, ensuring alignment with organizational priorities and strategic objectives under the direction of the COO.
- Develop and maintain comprehensive project documentation, including scopes, schedules, milestones, risk registers, and standardized templates to support consistent execution.
- Establish and enforce project standards, ensuring adherence to timelines, budgets, and quality benchmarks across all initiatives within the authority.
- Monitor and report project performance through dashboards, status reports, and key performance indicators, providing actionable insights to leadership.
- Serve as a strategic liaison between business units and executive leadership, facilitating issue resolution and ensuring transparent communication throughout the project lifecycle.
- Embed compliance and risk management practices into project planning and execution, safeguarding regulatory and audit requirements.
- Conduct post-implementation reviews to evaluate outcomes, identify lessons learned, and recommend process enhancements for continuous improvement.
- Deliver training and coaching on project management methodologies and Lean Process Improvement (LPI) principles to build organizational capability.
- Provide executive-level portfolio reporting, synthesizing project status, risks, and resource utilization for COO and senior leadership decision-making.
- Coordinate agency responses to funding opportunities, compiling data, preparing proposals, and ensuring timely submission.
- Champion best practices and continuous improvement, promoting standardized approaches to project governance and operational efficiency across the agency.

Duty 2

General Summary:

Percentage: 20

Process Improvement & Ensuring Operational Excellence

Individual tasks related to the duty:

- Facilitate and lead cross-functional workgroups focused on process improvement initiatives and strategic projects, including the Grants Governance Committee, to drive collaboration and organizational efficiency.
- Conduct comprehensive workflow analysis, mapping current processes to identify bottlenecks, redundancies, and opportunities for optimization, and develop actionable recommendations for improvement.
- Serve as the primary liaison for Lean Process Improvement (LPI) initiatives, ensuring effective coordination, status tracking, and alignment with agency goals.
- Develop and refine operational performance frameworks, including the creation, visualization, and reporting of organizational goals and productivity metrics to support data-driven decision-making.
- Provide executive-level reporting on productivity metrics, partnering with the COO to ensure all relevant individuals and teams have clearly defined performance measures and accountability structures.
- Monitor, measure, and report the impact of implemented process changes, leveraging data analytics to assess effectiveness and inform continuous improvement strategies.

Duty 3

General Summary:

Percentage: 10

Program Development, Implementation, & Evaluation

Individual tasks related to the duty:

- Collaborate with program teams and stakeholders to design, plan, and launch new initiatives that align with organizational priorities and deliver measurable impact.
- Develop comprehensive project plans, including timelines, milestones, resource allocation, and risk mitigation strategies, ensuring input from all relevant business areas.
- Monitor program performance and progress, providing timely updates, insights, and recommendations to leadership for informed decision-making.
- Identify and implement opportunities for process optimization, leveraging data and best practices to enhance program efficiency and effectiveness.
- Coordinate resources and materials to support seamless program execution, ensuring alignment with established goals and compliance requirements.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned

Individual tasks related to the duty:

- Assisting the COO in 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.

- Selecting and applying appropriate project management tools, templates, and methods.
- Analyzing workflows and recommending process improvements.
- Determining project reporting formats, dashboards, and communication methods.
- Facilitating workgroups, including setting agendas, action items, and follow-up.

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

- Approval of project scope or objectives that affect agency priorities, budgets, or staffing levels.
- Significant process changes that impact multiple business areas or carry compliance/audit risk.
- Resolution of issues that involve competing agency priorities or cross-divisional conflicts.
- Training programs or staff development initiatives with broad organizational 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.

Work is performed in a typical office environment routinely using computers, office equipment, and telecommunication tools. Position requires the ability to:

- Sit for extended periods at a computer workstation.
- Maintain visual focus on electronic screens and printed materials.
- Perform repetitive hand, wrist, and finger movements for keyboarding and mouse use.
- Occasionally stand, walk, bend, or lift and carry materials weighing up to 20 pounds (e.g., project files, training materials, equipment).
- Occasional travel to meetings or trainings may be required.

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.

Additional Subordinates

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

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | 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 agency projects and process improvement initiatives by applying project management standards, ensuring compliance, and supporting business areas and leadership in achieving efficient, effective, and consistent service delivery.

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

New position

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

The Chief Operating Officer and its teams provide internal support to enable agency programs and services to be delivered efficiently and effectively. The Project Management Specialist supports this function by providing centralized project management expertise, tools, and reporting; leading process improvement initiatives; and ensuring projects and operations align with agency priorities, compliance standards, and risk controls.

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 Assistant Administrator 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:

- Ability to organize and clearly present data and information, both verbally and in writing.
- Communication and complex problem-solving skills.
- Ability to work well with others, as part of a team.
- Knowledge of computer applications.

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.

AMBER MARTIN

1/7/2026

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