

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

<b>Position Code</b> 1. STDDADM1R40N
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## 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> LICENSING AND REGULATORY AFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Child Care Licensing Bureau
<b>4. Civil Service Position Code Description</b> State Administrative Manager-1	<b>10. Division</b> Child Care Licensing
<b>5. Working Title (What the agency calls the position)</b> Manager	<b>11. Section</b> Central Support
<b>6. Name and Position Code Description of Direct Supervisor</b> BIGLOW, ERIKA; STATE DIVISION ADMINISTRATOR 17	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> LAIDLAW, EMILY L; SENIOR MANAGEMENT EXECUTIVE 19	<b>13. Work Location (City and Address)/Hours of Work</b> 611 W. Ottawa St., Lansing, MI / 8:00AM-5:00PM, Monday-Friday
<b>14. General Summary of Function/Purpose of Position</b>  This position provides leadership and direction to the Central Support Section within the Child Care Licensing Bureau. Organize, manage, and direct the activities and resources of the Section in a manner consistent with Department and Bureau policy. This Section is responsible for 1) Training and Technical Assistance; 2) Policy/procedure and rules development 3) Enforcement, 4) Freedom of Information Act (FOIA) requests; 5) Complaint intake and application processing and 6) Administrative support. This position is responsible for working with the Division Director on planning and directing the goals and objectives within the section, as they fit within the Bureau's overall mission statement. This position manages and evaluates staff; completes employee evaluations; ensures labor relations compliance; and counsels and takes disciplinary action as required.	

**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: 65**

Provide overall direction to the Central Support Section. Organize, manage, and direct the activities and resources of the Section in a manner consistent with Department and Bureau policy.

**Individual tasks related to the duty:**

- Interprets, implements, and assists in implementing the mission and goals of the Bureau by giving direction to section staff.
- Keeping abreast of issues within the Bureau, set priorities and objectives for the division, as well as setting long-range goals.
- Assigns, reviews and approve work
- Assess effectiveness of operations; develop section policies and procedures to address areas of need.
- Advises staff in the resolution of sensitive, complex, and precedent-setting situations; determines the appropriate course of action; assign responsibilities and monitor action and responses.
- Responds to bureau related surveys
- Conduct staff meetings.
- Directs and evaluates staff, complete employee evaluations.
- Ensures labor relations compliance; counsel staff and take disciplinary action as necessary.

**Duty 2**

**General Summary:**

**Percentage: 25**

Oversee and provide overall coordination for the following operation areas:

**Individual tasks related to the duty:**

- FOIA -- oversees and ensures that all FOIA requests are responded to in a legal and timely manner.
- Policy/Procedure, Technical Assistance and Rules: Ensure that policy/procedure and technical assistance are well organized and properly comply with rules and statute. Updates these documents, in conjunction with statutory or rules changes, as needed. Looks for opportunities to build upon existing policy to increase efficiency and service of Department.
- Training-Work to build out training opportunities for new policy for consultants as well as providers. Consider and implement other avenues to stay connected with providers.
- Complaint Intake/Application Processing/Enforcement- Oversees and ensures that complaint intake, applications processing, and enforcement is carried out in accordance with statute and rules.

**Duty 3**

**General Summary:**

**Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Maintaining records and preparing reports.
- Handling special projects as assigned by the Division Director or Bureau Director.

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

The Manager makes supervisory decisions based on labor relations principles, department policies and procedures, and statutory requirements. The Manager decides methods to develop and maintain Section activities consistent with Bureau goals and objectives, and policies and procedures. The Manager, in conjunction with Division Director, decides on methods to increase efficiency and effectiveness within the Section.

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

Major controversial issues: those that set new policy direction for the division.

**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.**

Job is performed mostly in an office setting. May require some travel.

Responsibilities carry with them a high level of concentration and working under stressful conditions because of the nature and importance of the work assigned.

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>
RIEBEL, SHARON D	CHILD DAY CARE CONSULTANT-E P11	WOODBYP, DALE C	DEPARTMENTAL ANALYST-E P11
MCLEOD, TONIA S	GENERAL OFFICE ASSISTANT-E E7	KERR, JENNIFER E	DEPARTMENTAL SPECIALIST-2 13
HOGLE, JUDY J	DEPARTMENTAL TECHNICIAN-E E9	JAGELEWSKI, DAWN M	DEPARTMENTAL TECHNICIAN-E 8

**Additional Subordinates**

Vacant Departmental Technician (not sure of position code and PD labels it as a 9-11 level)

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?  
 This position serves as the manager of the Central Support Section within the Child Care Licensing Bureau. Organize, manage, and direct the activities and resources of the Section in a manner consistent with Department and Bureau policy. This position is responsible for planning and directing the goals and objectives within the division, as they fit within the Bureau's overall mission statement. This position assists the Division Director and the Bureau Director in the oversight of Bureau operations.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.  
 NONE, position just became vacant.

25. What is the function of the work area and how does this position fit into that function?  
 The Child Care Licensing Bureau licenses and regulates child care facilities in the state of Michigan.  
 The Central Support Section is responsible for policy/procedures, technical assistance, rules, FOIA, complaint intake, application processing, enforcement, and administrative support for the Division Directors.  
 This position manages and directs the responsibilities of the Section to meet the mission and goals of the Bureau.

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.  
**EXPERIENCE:**  
 Two years of experience as a professional manager or program/staff specialist or equivalent experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge and skills in the area of child care regulatory authority.

Knowledge of state and federal regulations pertaining to child care facility regulation.

Ability to instruct, direct and evaluate employees.

Ability to plan, direct and coordinate program activities of a highly complex nature.

Ability to formulate policies and procedures; analyze and appraise issues to make effective administrative decisions.

Ability to communicate effectively and in writing.

**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