

State of Michigan  
Civil Service Commission

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Position Code

1. STDDADM1J25N

## 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> TREASURY CENTRAL PAYROLL
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Saving, Access & Financial Empowerment (SAFE)
<b>4. Civil Service Position Code Description</b> STATE ADMINISTRATIVE MANAGER-1	<b>10. Division</b> Unclaimed Property Division
<b>5. Working Title (What the agency calls the position)</b> Deputy Division Director	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> STANTON, TERRY; STATE DIVISION ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> WADE-LOTT, ROBIN R; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Operations Center, 7285 Parsons Dr, Dimondale MI / 8am To 5pm, Mon. - Fri.

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

This position serves as Deputy Director of the Unclaimed Property Division and is responsible for assisting the Division Director in overall programmatic and administrative functions; reviewing, and updating policies, procedures, and plans for operational functions, representing the Division Director in external and internal outreach efforts for the Division, as well in coordinating, planning, and overseeing financial empowerment programs and initiatives.

This position will also direct the functions of Unclaimed Property staff, professional and non-professional, by setting work priorities, monitoring accountability, and productivity to ensure Division, Bureau, and Department goals are met. The Deputy Director will assist the Director in ensuring compliance with department and statewide policies, procedures and guidelines and in making policy recommendations to the State Bureau Administrator for Saving, Access, and Financial Empowerment and Deputy State Treasurer for Financial and Administrative Services.

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**

Assist the Division Director in overall programmatic and administrative functions of the Unclaimed Property Division.

**Individual tasks related to the duty:**

- Analyze Division programs, initiatives, and functions, on an on-going basis, for efficiency, cost effectiveness, and new technologies.
- Direct and participate in the development, interpretation, evaluation and recommendation of policies, rules and regulations for the effective operation of the program.
- Formulate current and long-range programs, plans and policies.
- Provide recommendations to management for changes or further action. Serve as backup final approver of all claims of \$50,000 and above.
- Other tasks appropriate to the classification, as determined by the Division Director.

**Duty 2**

**General Summary:**

**Percentage: 25**

Provide direction and supervision to Division Manager 14 and supervisory staff.

**Individual tasks related to the duty:**

- Plan Division workload and set priorities to ensure production targets are met within statutory and organizational time constraints.
- Evaluate and verify employee performance through review of completed work assignments and Division and individual metrics.
- Develop workforce planning strategies to ensure the Department continues to deliver effective and efficient service to State of Michigan citizens, businesses, and other Department customers.
- Identify and implement staff development and training needs.
- Select and assign staff to assure equal employment opportunities in hiring/promotions and ensure proper labor relations and conditions of employment are maintained.
- Other tasks appropriate to the classification as determined by the Director.

**Duty 3**

**General Summary:**

**Percentage: 15**

Administer outreach programs to educate the business community on Statutory reporting requirements while influencing compliance with PA 29 of 1995; locate rightful owners of properties by coordinating communication and outreach initiatives.

**Individual tasks related to the duty:**

- Coordinate, conduct, and attend meetings, association conferences, legislative presentations, and other opportunities to educate and assist Holders in better understanding their statutory reporting requirements and to assist potential property owners in searching for properties and claiming properties.
- Assist Division Director in representing the Division for local, state, and national collaborations, including National Association of State Treasurers (NAST) and National Association of Unclaimed Property Administrators (NAUPA) seminars and conferences.
- Other tasks appropriate to the classification as determined by the Director

**Duty 4**

**General Summary:**

**Percentage: 10**

Assist Division Director in coordinating, planning, and overseeing financial empowerment programs and initiatives.

**Individual tasks related to the duty:**

- Assist Director in identifying emerging trends, community needs, and best practices for financial empowerment initiative.
- Assist Director in developing strategies and advocating for policies that support financial empowerment.
- Assist Director in coordinating across departments and agencies to ensure integration of financial empowerment into broader programs/systems.

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

- Establishing production schedules. This affects Unclaimed Property staff and unclaimed property owners and claimants.
- Decisions regarding the approval or denial of large and/or complex claims. Claimants are affected by these decisions.
- Division of workload within the section. Prioritize assignments. This affects work areas in Treasury and the public.
- Decisions regarding entities to be audited for unclaimed property compliance and assignment of the audit contractor.
- Decisions regarding issues or disputes that arise during unclaimed property audits.

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

Decisions that require the SAFE Bureau Director's, Deputy Treasurer's, or State Treasurer's input or approval. Decisions involving possible political implications. Decisions regarding changes in current technology or the implementation of new technology. Decisions which result in a change in the budget plan.

**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.**

Physical activities include sitting at a desk with significant computer usage (including participating and conducting video conferencing meetings/calls), reading a multitude of documents and sitting for long periods of time. Standing, sitting, stooping, bending, reaching, moving up to 20 lbs, and walking. Periodic travel will 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.**

NAME	CLASS TITLE	NAME	CLASS TITLE
WILLETT, MINDY	FINANCIAL ANALYST-E P11	HERRIN, LAURA	DEPARTMENTAL MANAGER-3 14

**Additional Subordinates**

(Position FINCALTED97N was recoded to report to this SAM position; however, it doesn't look like it has been approved yet.)

**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 Deputy Division Director is responsible for assisting the Unclaimed Property Division Director with oversight and supervision of all Unclaimed Property Division operations. In addition, this position is responsible for planning, organizing, and monitoring the work of subordinate staff, coordinating and conducting proactive outreach to holders and property owners, and assisting the Division Director with the coordination and planning of financial empowerment programs and initiatives.

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

AA requesting to update the PD on file, as this position was last reviewed in 2011. Due to the significant growth and expansion in recent years, structural changes have occurred and this position is now in the Saving Access & Financial Empowerment (SAFE) Bureau. Updated wording and references throughout PD for accuracy and clarity. Due to the structural changes, the following duties have been transitioned to the new State Division Administrator 17 (Division Director): 1) State expert regarding unclaimed property; 2) administering contracts; 3) developing/monitoring budgets; 4) liquidation of non-cash assets and safe deposit box contents; this position will now assist the Division Director in the overall programmatic and administrative functions of the Unclaimed Property Division. This position continues to provide oversight and supervision of all Unclaimed Property Division operations. This position will now administer proactive outreach programs to educate the business community on reporting requirements and increase compliance, while coordinating communication and outreach initiatives to potential property owners. This position will now aid in the coordination and planning of financial empowerment programs and initiatives. Names and references updated throughout PD to accurately reflect the current structure and systems that are in place. Wording and references were updated throughout PD and within duties/tasks for accuracy and clarity. The essential duties and functions of the position remain unchanged.

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

This work area is the only state government entity responsible for administration of Michigan's Uniform Unclaimed Property Act (Public Act 29 of 1995). Over the last decade, Unclaimed Property has experienced significant expansion, growing from 20 FTEs in 2009 to 32 FTEs today. Revenues generated by the Division have increased from approximately \$120 million (annually) to more than \$400 million (annually). Fiscal Year claim payments have increased more than two-fold over the same period to \$163.6 million in FY2025, while the annual transfer to the State's General Fund has increased threefold, to \$325 million, since this position was last updated. This position will assist the Division Director in overseeing the short-term and long-term responsibilities of the Unclaimed Property Division. This position assists in planning, organizing, and directing work activities of division staff. In addition, this position will assist with oversight of vendor contracts for securities custody services, systems support and development, advertising, appraisal services, and auctioneering service.

**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:**

- Extensive knowledge of management/accounting tools, such as revenue and cost analysis, audit procedures.
- Extensive knowledge of training and supervisory techniques, labor relations, employee policies and procedures, affirmative action policies, procedures and resolutions, equal employment opportunity practices.
- Thorough knowledge of state government organization and functions.
- Thorough knowledge of principles and techniques of administrative management including organization, planning, staffing, training, budgeting and reporting.
- Thorough knowledge of methods of planning, developing, and administering programs.
- Ability to instruct, direct, organize and evaluate employees work.
- Ability to plan, direct, and coordinate program and administrative activities of a complex interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to analyze and appraise facts and precedents in making administrative decisions.
- Ability to establish program or service procedures, policies, or guidelines and formulate plans, procedures and controls.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to organize, evaluate, and present information effectively.
- Ability to maintain favorable public relations.
- Ability to communicate effectively.
- Ability to work well with all levels of staff and management using good judgment, tact and discretion.
- Ability to work with and negotiate with audit vendors.
- Good decision-making and organization skills.

**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.

None

***I certify that the entries on these pages are accurate and complete.***

CARLA JENKS

6/24/2026

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