

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

**Position Code**

1. STASTADMD97N

## 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> Executive Office
<b>4. Civil Service Position Code Description</b> STATE ASSISTANT ADMINISTRATOR	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Administrative Assistant	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> WEST, AMANDA; SENIOR DEPUTY DIRECTOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> WILKINSON, LANCE; SENIOR CHIEF DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> Austin Building, 430 W. Allegan Street, Lansing MI 48922 / 8 a.m. to 5 p.m. Monday through Friday

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

The Senior Deputy State Treasurer for Advocacy, Policy, and Analysis is responsible for oversight of the Office of Legislative Affairs, the Office of Revenue and Tax Analysis, and the Bureau of Tax Policy through subordinate executives and administrators, and managing other external stakeholder relationships. This position performs a wide variety of duties to assist and advise the Senior Deputy State Treasurer. This position will be responsible for bill research and analysis. Serves as backup contact for Executive Office of the Governor (EOG), legislators and staff, and stakeholders. Responsibilities also include coordinating with various bureaus on legislative analysis, verifying fiscal analysis and strategy. This position will represent the Senior Deputy and Department at various public meetings and transmit views and Department positions as part of presentations or reports.

**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**

This position performs a wide variety of duties to assist and advise the Senior Deputy State Treasurer. Participates in the design and implementation of agency programs. Monitors program operations and identifies and reports potential problems to the Senior Deputy. This position will be responsible for bill research and analysis.

**Individual tasks related to the duty:**

- Collect and maintain program data necessary to meet program reporting and evaluation requirements, and the goals of the Department.
- Analyze ongoing program operations and recommend modifications of policies and procedures to meet commitments more effectively.
- Recommend criteria, standards, and guidelines to assess program structures and determines their compatibility with the objectives and priorities of the state.
- Interpret existing and proposed laws, policies, and procedures as they relate to a program area.
- Recommend revisions and updates to state policies and procedures as necessary.
- Research and anticipate changes needed to collect required information.
- Prepare reports on accomplishments, activities, and production and other correspondence.
- Establish an annual calendar of key events to ensure that timelines are being met.
- Design and conduct surveys or special studies to determine needs and to assist in planning, implementing and evaluating programs, consolidates data.
- Act as a liaison with other departmental agencies, organizations, and employees to coordinate departmental programs.
- Provide program and fiscal documentation and appropriate technical assistance as required.

**Duty 2**

**General Summary:**

**Percentage: 40**

Assist the Legislative Affairs Director with legislative duties, priorities, and communication. Serve as backup contact for EOG, legislators and staff, and stakeholders. Coordinate with bureaus on legislative analysis and strategy.

**Individual tasks related to the duty:**

- Serve as backup contact for the Executive Office of the Governor, legislators and staff.
- Conduct bill research and analysis, including introduced and draft legislation.
- Assist in implementing the department's short- and long-term legislative priorities and working with the team in developing plans to move initiatives forward.
- Coordinate with various bureaus on legislative analysis, verifying fiscal analysis and strategy.
- Make presentations and/or reports on legislative issues for Treasury.
- Attend legislative hearings and give testimony when necessary.
- Serve on committees and task forces regarding public policy or legislative issues.
- Compose and prepare legislative policy memos.
- Track ongoing legislation and provide "week in preview" and "week in review" documents.

**Duty 3**

**General Summary:**

**Percentage: 10**

Represents and acts on behalf of the Senior Deputy State Treasurer as needed and performs other duties as assigned.

**Individual tasks related to the duty:**

- Proof and make recommendations for changes to memos.
- Assist with tracking of legislative requests and constituent cases.
- Serve as backup on various bills.
- Represent the Senior Deputy Treasurer and Department at public events and meetings as assigned.
- Special Projects as assigned.

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

Responsible for determining the methods used to accomplish assigned projects.

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

Decisions that are politically or highly sensitive in nature.

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.

The physical effort normally associated with a general office environment. The ability to use a computer.

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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input 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 functions as an administrative assistant to the Senior Deputy State Treasurer and performs a wide variety of duties. Participates in the design and implementation of agency programs. Monitors program operations and identifies and reports potential problems to the Senior Deputy. Performs bill research and analysis. Assists the Legislative Affairs Director with legislative duties, priorities, and communication when necessary.

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

The position now reports to the Senior Deputy Treasurer instead of the Chief Deputy Treasurer, and duty 1 and duty 2 percentages were updated.

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

The work area is Treasury's executive office, which has administrative responsibility for all of Treasury. The Senior Deputy has executive oversight in the formulation and implementation of Treasury initiatives, policies, programs, and legislative priorities, as well as supervision of the personnel responsible for these areas. This position performs a wide variety of duties to assist and advise the Senior Deputy State Treasurer. This position will participate in the development and implementation of policies and programs. Is also responsible for bill research and analysis. Serves as backup contact for EOG, legislators and staff, and stakeholders. Responsibilities also include coordinating with various bureaus on legislative analysis, verifying fiscal analysis and strategy.

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:**

Must have strong verbal and written communication skills

Ability to plan, develop and evaluate programs.

Previous legislative experience is preferred.

**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.*

SONYA CARTER

9/3/2025

\_\_\_\_\_  
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