

## 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> MDHHS-DPT OF HUMAN SVC CNTL OF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Policy and Compliance
<b>4. Civil Service Position Code Description</b> STATE ADMINISTRATIVE MANAGER-1	<b>10. Division</b> Disability Determination Service
<b>5. Working Title (What the agency calls the position)</b> Regional Manager	<b>11. Section</b> Area Office
<b>6. Name and Position Code Description of Direct Supervisor</b> PRINGLE, AARON; SOCIAL SERVICES DIVISION ADMIN	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> JONES, CHARLES A; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Detroit, MI / Flex 7am - 6pm M-F
<b>14. General Summary of Function/Purpose of Position</b> The Regional Manager has the operational authority to direct the Disability Examiner Social Security Disability Service delivery within an assigned large geographical area of the State. Functions important to the Regional Manager job include planning, organizing, developing, directing, and supervising. Considerable independence, use of good judgement and refined management skills are essential.	

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: 30**

Responsible for providing management to Regional Staff.

**Individual tasks related to the duty:**

- Oversees the consultative examination budget
- Manages the regions backlogs
- Manages the regions aged cases
- Is the liaison between the examiner units and the medical consultants
- Makes effective use of the disability aides
- Identify and resolving medical relations issues
- Liaisons between the region and the clerical operations

**Duty 2**

**General Summary:** **Percentage: 20**

Responsible for all personnel related matters in the Region such as recruitment, hiring, labor relations, staff development, etc.

**Individual tasks related to the duty:**

- Responsible for the hiring of disability examiners, managers, and disability aides
- May attend labor management meetings
- Responsible for all grievances that arise from the region
- Identifies training needs
- Develops training plans for the region

**Duty 3**

**General Summary:** **Percentage: 15**

Responsible for developing, implementing and monitoring and annual program plan for the region to ensure the efficient administration of the Social Security and Supplemental Income Disability Programs.

**Individual tasks related to the duty:**

- Develops and implements an annual program for the region
- This involves analysis of staffing allocations and budgeting needs
- Projects the impact of the program changes
- Ensures the application of a sound and equitable staff development training plan based on available allocation and resources
- Responsible for accomplishment of the program's quality and production standards

**Duty 4**

**General Summary:** **Percentage: 10**

Represents the Agency at planning and professional meetings and other State Departments and Human Services Agencies within Michigan as well as with the Social Security officials.

**Individual tasks related to the duty:**

- Attends facilities meetings
- Attends "one Agency" meetings with Social Security
- Attends MADE conferences
- Attends meetings with Office of Disability and Review
- Attends meetings with personnel on labor relations, classifications, and hiring issues.

**Duty 5**

**General Summary:** **Percentage: 10**

Responsible for assisting in long-range planning for area office and Agency.

**Individual tasks related to the duty:**

This relates to normal program growth, physical plan needs, incorporations of new programs and special arrangements, and providing input for the preparation of annual budget. Relates significant trends, developments, and problems to Area Administrator as well as to officials of the Social Security Administration.

**Duty 6****General Summary:****Percentage: 10**

Performs other duties as assigned by the Area Administrator.

**Individual tasks related to the duty:**

Planning, developing, and implementing major outreach efforts. May serve as back-up supervisor/representative at the request of the Area Administrator.

**Duty 7****General Summary:****Percentage: 5**

Member of Disability Determination Services Executive Council.

**Individual tasks related to the duty:**

- Attends Executive Council meetings and teleconferences
- Services on agency committees
- May chair agency initiatives

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

Have all major responsibility for planning, writing procedures, and implementing guidelines which have workload implications for staff. This becomes necessary due to in-house changes or as a result of Social Security directives for implementation of new initiatives. (Example: Case flow procedures, initiatives for Continuing Disability Review cases, psychiatric case review initiatives.)

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

Will consult with supervisor in regards to staffing, hiring ,personnel movement, revisions, in job duties or budgetary matters.

Will consult with supervisor on any decision, which will have an impact on the Agency as a whole.

**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.**

No unusual physical effort is 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.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	DISABILITY EXAM MANAGER-2 13		DISABILITY EXAM MANAGER-2 13
	DISABILITY EXAM MANAGER-2 13		DISABILITY EXAM MANAGER-2 13
	DISABILITY EXAM MANAGER-2 13		DISABILITY EXAM MANAGER-2 13
	DISABILITY EXAM MANAGER-2 13		DISABILITY EXAM MANAGER-2 13
	DISABILITY EXAM MANAGER-2 13		DISABILITY EXAM MANAGER-2 13
	DISABILITY EXAM MANAGER-2 13		SECRETARY-E E8

**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 essential duties involve:

1. Responsible for providing management to Regional Staff.
2. Responsible for developing, implementing, and monitoring an annual program plan for the Region to insure the efficient administration of the Social Security and Supplemental Income Program.

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

No change. PD not on file in PARIS.

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

Region has the responsibility to administer the Social Security and Supplemental Security Income Disability Programs in an assigned geographical area. The position fit is described in items 15-20.

**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:**

As listed on the Civil Service Job Specification.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

**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.***

LORA WILLIAMS

1/24/2023

\_\_\_\_\_  
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