

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

<b>Position Code</b> 1. STDDADM1189N
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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> TECH, MGMT AND BUDGET - IT
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Agency Services
<b>4. Civil Service Position Code Description</b> STATE ADMINISTRATIVE MANAGER-1	<b>10. Division</b> Agency Services Supporting DEQ, DNR & MDARD
<b>5. Working Title (What the agency calls the position)</b> State Administrative Manager	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> ROSALES, MANUEL; SENIOR MANAGEMENT EXECUTIVE	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ROSALES, MANUEL; SENIOR DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 525 W. Allegan St., Lansing, MI / 8:00 am – 5:00 pm, (may vary)

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

This position will function as the administrative manager for Agency Services/Department Technology, Management and Budget supporting Department of Natural Resources, Environment Great Lake and Energy, Michigan Department of Agriculture and Rural Development, and Department of Military and Veterans Affairs (DNR, EGLE, MDARD, and DMVA). The administrative manager will be the second line manager for this area and will be responsible for carrying out management duties for first line managers and their staff. The manager is responsible for providing direction and control functions and activities in the work area including establishing priorities, allocating staff, and ensuring that first line supervisors handle administrative, supervisory, and planning functions. The supervisory functions that this position manages include employee evaluation, counseling, selection, provision of technical and policy guidance and training of employees.

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**

Manages resources and supervises activities of unit staff.

**Individual tasks related to the duty:**

- Coordinate projects and support activities.
- Provide policy guidance, performance expectations and leadership to first line supervisors. Ensure they are effectively handling administrative/supervisory/planning functions and provide communication with their staff.
- Maintain, record, prepare reports and compose correspondence relative to work.
- Select and assign staff ensuring equal employment opportunity in hiring and promotion.
- Conduct staff meetings and conferences with staff to discuss progress on assignments or projects and stay informed.
- Conduct staff meetings to coordinate communications between team and management.
- Provide direction and support for employee development and cross training.
- Responsible for performance management of staff through first line managers and with their direct reports.
- Ensure production support needs are met through leveraging and prioritization of resources.
- Provide day-to-day technical guidance and support to staff or contractors.
- Perform resource analysis and provide resources to support agency project needs.
- Provide direction to resources on completion of deliverables within the System Engineering Methodology
- Monitor work activities of unit resources ensuring team is meeting all deliverables required for project efforts.
- Developing and measuring estimates for project activity.
- Assist unit members in resolving, hardware, software, process or communication issues.
- Enforce department-wide policies, standards, processes, procedures.
- Works with the Enterprise Project Management Office to ensure in compliance with project activities.
- Maintain records, prepares reports, and composes correspondence related to work.
- Participate in interviews and make hiring recommendations.
- Maintains and improves standards and disciplines to deliver quality systems and programs.

**Duty 2**

**General Summary:**

**Percentage: 30**

Provide overall direction and control of the functions and activities being performed in this work area.

**Individual tasks related to the duty:**

- - Approve staff allocation to ensure adequate resources are available to carry out projects designated for the work area.
  - Work with top level management to develop work priorities, establish time schedules, staff requirements, cost estimates, personnel needs and conduct interviews with management team in alignment with organizational strategic direction.
  - Act as the liaison between top level management and customers.
  - Review customer requests and develop work plans for the project to meet objectives.
  - Ensure contractual deliverables are met.
  - Responsible for continual improvements of processes
  - Ensure technical guidance and support is available as needed.

**Duty 3**

**General Summary:**

**Percentage: 10**

Other duties as assigned

**Individual tasks related to the duty:**

- All other tasks necessary of a resource in this role
- Special projects as defined by leadership
- Participate in any DTMB or statewide IT initiative as necessary, appropriate and required by supervisor.

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

- Decisions regarding day-to-day planning, monitoring and control.
- Daily supervision of subordinate employees or assigned contractors.
- Resolution of task, project, process of communications issues.
- Decisions relating to resource allocation for unit.
- Work assignments and priorities for subordinate employees or assigned contractors

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

- Decisions having strategic technical implications Decisions that deviate from SOM or DTMB standards, policies or procedures.
- Decisions that impact agency goals and objectives.
- Decisions that impact the budget Decisions that are political in nature
- Decisions regarding unsatisfactory performance reviews
- Decisions regarding the hiring of new staff Decisions that would invalidate a vendor contract
- Decisions regarding personnel issues of a confidential 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.

- Work is performed in a business office setting.
- Typical office environment.

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>
KLANN, STEVEN	INFO TECH MANAGER-3 14	PAINTER, BRUCE L	INFO TECH MANAGER-3 14

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?

Manager prepared.

23. What are the essential functions of this position?

All duties stated in section 15 of this document are essential and must be performed accurately and independently.

Competencies: Customer Focus, Decision Making, Developing a Successful Team, Planning and Organizing, Technical and Professional Knowledge and Skills, and Managing Work.

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

Essential duties have not changed; position updated to duties #14 and 15 to align with current SAM 15 duties and org. structure.

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

The function of the Agency Services Division supporting DNR, EGLE, MDARD, and DMVA is to develop and maintain IT software solutions that meet the business needs for the Department of Transportation. This position is responsible for the technical business analysts and testing tasks associated with meeting project needs and contracting, invoice issue resolution, tracking audits and legal holds.

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:**

**Experience with web-based applications, client server application, and n-tier technologies. Experience developing and executing test plans in the client server, web-based environments. Experience with system usability and how to measure it. Knowledge of DTMB standards, policies and procedures. Experience with management and supervision of staff. Experience with estimating work activities and experience monitoring tasks to ensure estimates are met. Ability to provide clear and precise instructions to the staff, evaluate staff, instruct staff. Ability to resolve complex problems in a timely manner and seek optimum solutions. Ability to delegate tasks and project to staff and contractual resources. Ability to make good decisions under pressure. Ability to work independently. Ability to lead a team of professionals to complete project deliverables by designated timeframes. Ability to work in team environment involving matrix organizations. Ability to communicate effectively, build consensus, facilitate working sessions, and negotiate solutions and alternatives. Ability to provide leadership to and work effectively with a wide variety of people.**

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**CERTIFICATES, LICENSES, REGISTRATIONS:**

Duties may involve the use of a personal vehicle.

*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.***

TENERA TROTTER

9/14/2021

\_\_\_\_\_  
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.***

RICK MANNING

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date