

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

Position Code 1. STDDADM1L67N

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Tax Processing
4. Civil Service Position Code Description STATE ADMINISTRATIVE MANAGER-1	10. Division Special Taxes
5. Working Title (What the agency calls the position) Assistant Administrator	11. Section Motor Fuel and IFTA Fuel Tax
6. Name and Position Code Description of Direct Supervisor LITTLEJOHN, ANGELA; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor LITTERINI, KATINA; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Operations Center, Dimondale, MI Monday - Friday, 8:00 am to 5:00 pm

14. General Summary of Function/Purpose of Position

This position manages the activities of the Motor Fuel Tax unit and IFTA Fuel Tax unit, within the Special Taxes Division. The Motor Fuel Tax unit and IFTA fuel tax unit are responsible for processing tax returns, fuel tracking, issuing refunds, and licensing taxpayers. Note that IFTA taxpayers must be licensed and issued new IFTA decals on an annual basis. This position directs the activities of the employees in those units, assists as needed with other division responsibilities, promotes and maintains an environment conducive to continuous quality improvement and encourages employee ideas, input and teamwork. In addition, the position must at times hold license renewal or revocation hearings, represent the Department at Informal Conferences, act as a subject matter expert when working with Policy or Legislative Affairs, and interact with other areas in Treasury, other Departments including the Michigan Department of Transportation and Department of Environmental Quality, and taxpayer advisory groups. The position will also act as the IFTA Commissioner when the Commissioner is not available.

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**

Coordinate, direct and control the work activities of all functions within the work area. Assign work based on predetermined priorities, manage backlogs and develop creative and efficient solutions to problems with in the work area.

Individual tasks related to the duty:

- Coordinates and directs the design of the tax returns and other forms and documents used in the work area.
- Coordinates and directs development, modification and/or maintenance of computer hardware and software used in the work area.
- Oversees the processing and review of all tax returns used in the work area.
- Oversees and approves content of all forms used in the work area and oversees and directs development of procedures used in the work area.
- Acts as liaison with other divisions and bureaus for work area issues.
- Assigns and coordinates the tasks of the work area.
- Analyzes the impact of procedures on legislation affecting work area and the impact of proposed legislation on work area procedures, forms and other issues.
- Develops performance measures to gauge quantity and quality of work performed by staff.
- Meets and confers with other management staff to identify common problems/solutions and insures proper coordination of interrelated activities.
- Reviews and approves refunds and penalty waivers for taxes administered by work area.
- Conducts motor fuel or IFTA tax license revocation hearings.
- Required at times to represent the Department at Informal Conferences concerning taxes administered by work area.

Duty 2**General Summary:****Percentage: 20**

Assists with planning, organizing and directing strategic plans for the Special Taxes Division with a focus on Motor Fuel tax and IFTA fuel tax.

Individual tasks related to the duty:

- Meets and confers with the Division Administrator regarding staffing, reorganizing, budget and workload issues.
- Reviews impact of new technologies on the workplace and possible efficiencies in reviewing tax returns and fee reports.
- Identifies staff training opportunities.

Duty 3**General Summary:****Percentage: 20**

Develop and maintain knowledge of various tax statutes, rules, Revenue Administrative Bulletins, and other Policy documents related to the work area. Communicate new information to staff. Ensure staff is trained on latest legislation and policy development. Meets with officials of other agencies, professional groups and taxpayers on matters relevant to Motor Fuel tax and IFTA fuel tax. Analyze the impact of federal, state and local law on tax administration; and make presentations whenever necessary.

Individual tasks related to the duty:

- Meet with officials of federal, state and local agencies on matters relating to Motor Fuel tax and IFTA fuel tax.
- Modify processing and licensing procedures to implement changes resulting from federal, state and local legislation or changes to Department policy.
- Develop communication channels to ensure staff is up-to-date on court and informal conference decisions impacting the work area.
- Meet with other Divisions and Bureaus to discuss and develop processes necessary to implement legislative changes within the work area.
- Meet with the Motor Fuel Tax Advisory Group on a quarterly basis concerning motor fuel tax and IFTA fuel tax related issues.

Duty 4**General Summary:****Percentage: 5**

Oversees staff selection, evaluation and development of employees in the work area.

Individual tasks related to the duty:

- Selects and assigns staff, ensuring equal employment opportunity in hiring and promotions; identifies staff development needs and ensures that training is obtained; ensures that proper labor relations and conditions of employment are maintained.

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

Performs other duties as may be assigned by the Division Administrator.

Individual tasks related to the duty:

- Other duties as assigned.

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

Decisions made independently include: setting work priorities affecting staff and taxpayers; modifying work area forms and instructions affecting taxpayers, identifying areas of taxation or fee administration which require clarification; modifying computer programs used in the processing of tax returns and licenses.

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

Those that would result in a policy change, those that concern a significant failure to reach work area goals and objectives, and those that would have a major budgetary impact. Need for staff overtime to deal with backlogs. Decisions impacting budget or headcount.

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 individual must sit at a desk for significant periods of time with extensive work at a computer terminal and telephone. The individual on occasion communicates information to group audiences. Attends conferences, workshops and seminars in tax administration.

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
	AUDITING SPECIALIST-2 13		DEPARTMENTAL ANALYST-A
	DEPARTMENTAL ANALYST-E 10		DEPARTMENTAL ANALYST-E
	DEPARTMENTAL ANALYST-E		DEPARTMENTAL MANAGER-3 14
	DEPARTMENTAL ANALYST TRAINEE-E 9		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ 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 position serves as an assistant administrator and may assume the responsibilities of the administrator in his/her absence. The essential duties are described above and include assisting with the development and implementation of policies and procedures and with the formulation of short and long-range plans. Also coordinates divisional activities with specific oversight responsibility for the processing of taxes, fees and licensing within the work area (Motor Fuel tax and IFTA fuel tax). Includes all requirements listed in Section 18 of this position description.

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

Essential duties have not changed. Severance Tax duties were moved to another area and removed from this PD.

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

The function of the work area is to administer the tax and fee processing responsibilities, licensing responsibilities and any other responsibilities of the tobacco tax and the miscellaneous taxes and fees units. Additional responsibilities include to administer the individual and specialty taxes of the Revenue Act, and data management. The function of this position is to serve as an assistant administrator. Assist in the direction of divisional programs with specific responsibility for planning, directing, organizing and controlling processing and review of individual and specialty taxes for the division.

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:

Computer software and system application knowledge is desirable. Experience in tax administration and in dealing with the public is essential. Must have organization and people skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

FTINPRINT sub-class code. This position has access to Federal Tax Information (FTI).

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