

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

Position Code

1.

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 TECH, MGMT AND BUDGET - IT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Agency Services – LEO, AG, GOV, UIA and MDOT
4. Civil Service Position Code Description State Administrative Manager 15	10. Division LEO/UIA (Detroit)
5. Working Title (What the agency calls the position) State Administrative Manager 15	11. Section
6. Name and Position Code Description of Direct Supervisor WALKER, JOHN K; STATE DIVISION ADMINISTRATOR 17	12. Unit
7. Name and Position Code Description of Second Level Supervisor GALEAZZI, TIZIANA; SENIOR MANAGEMENT EXECUTIVE 19	13. Work Location (City and Address)/Hours of Work 3024 W. Grand Blvd, Detroit / 8:00 a.m. to 5:00 p.m.

14. General Summary of Function/Purpose of Position

In the capacity as a second-level professional manager, direct the activities of a systems development group responsible for the ongoing maintenance and enhancement of the application systems within the existing Unemployment Insurance Agency processing environment. Manage and coordinate data system analysis activities by scheduling work assignments, setting priorities and directing the work of a first line manager, and experienced and senior level programmer analysts. Assist development management in planning and coordinating Division program development activities.

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**

Manage the activities of first line supervisor and information technology programmer analysts.

Individual tasks related to the duty:

- Manage the activities of subordinate supervisors and programmer analysts in the development of new automated processing systems and enhancement of existing automated systems.
- Evaluate and verify employee performance through the review of completed assignments and work techniques.
- Select and assign staff ensuring equal employment opportunity in hiring and promotion.
- Maintain, record, prepare reports and compose correspondence relative to work.

Duty 2

General Summary: **Percentage: 20**

Primary liaison with system customers.

Individual tasks related to the duty:

- Responsible as liaison between the Division and customers.
- Review customer requests and develop work plans for the project to meet objectives.
- Coordinate implementation of systems with business areas and Division.
- Direct and participate in the development of documents for request for service.
- Manage and oversee multiple large long-range complex projects.

Duty 3

General Summary: **Percentage: 20**

Work with top level management regarding information and personnel needs.

Individual tasks related to the duty:

- Work with top level management to develop work priorities, establish time schedules, manpower requirements, cost estimates and conduct interviews with management team.
- Establish and monitor priorities, objectives, and procedures to determine area objectives.
- Perform other duties as assigned.

Duty 4

General Summary: **Percentage: 10**

Provide training for new managers, programmer analysts and customers.

Individual tasks related to the duty:

- Schedule appropriate training for analyst and customers on automated data processing systems and software.
- Provide guidance to the systems, programming, and operations staff in the solution of hardware and software related problems.

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

- Define and direct corrective action to resolve problem areas.
- Evaluate, analyze and troubleshoot problems of the departmental users.
- Evaluating employee performance.
- Setting priorities.

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

- Results of special assignments requested.
- Overall approval in major system design, modifications and system requirements.
- Recommended changes to organization and equipment acquisition.

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.

Position is assigned to a desk/professional office environment at a single location. Majority of work is performed sitting at an ergonomic prepared workstation suitable for a personal computer user. A minimum effort may be required to walk or drive to other locations.

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.

Kristin MacLaren - ITM 14 - INFOOTMGRD85N

Michelle Valentine - ITS 14 - INTCSPL3G58N

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?

Function as a manager for a systems development group by developing and monitoring overall project work plans. Serve as liaison with the departmental users. Direct the design, development, testing, documentation and implementation of new and revised IT computer systems. Provide training for new programmer analysts and users and provide system technical assistance. Critical job Role: People leaders Competencies: Adaptability, Decision Making, Building Trust, Developing a Successful Team, Planning and Organizing, Communication, Technical and Professional Knowledge.

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

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

System Support is responsible for coordinating the maintenance and enhancement of the existing application systems within the UIA processing environment. This position serves as a second-level professional manager responsible for day-to-day activities of the work area.

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:

Two years professional experience equivalent to the P11 level or one year of professional experience equivalent to the 12 level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the Unemployment Insurance Agency.
- Systems development methodology.
- Principles of management.
- Knowledge of advanced principles, theories, and techniques of information system analysis.
- Ability to instruct, direct, evaluate employees and communicate with others, both verbally and in writing.

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.

AA agrees.

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