

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

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a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.) Vacant	8. Department/Agency TECHNOLOGY, MANAGEMENT & BUDGET
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Agency Services
4. Civil Service Classification of Position State Administrative Manager-1	10. Division Agency Services/MDOT
5. Working Title of Position (What the agency titles the position) Application Delivery Manager	11. Section Custom Development & Support Section
6. Name and Classification of Direct Supervisor Linda Meyer, SEBRA 17	12. Unit
7. Name and Classification of Next Higher-Level Supervisor Tiziana Galeazzi, SEM 19	13. Work Location (City and Address)/Hours of Work Van Wagoner Building, 425 W. Ottawa St., Lansing, MI 48933; Standard work hours Mon-Fri, 8:00 AM – 5:00 PM Hybrid work location and/or approved alternate schedule available

14. General Summary of Function/Purpose of Position

This position will function as the State Administrative Manager for Agency Services MDOT, Custom Development & Support section within the Department of Technology, Management and Budget. The manager for this work area will be responsible for carrying out management duties for first-line managers and their staff. The manager is responsible for providing direction and control of 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 manage include employee evaluation, counseling, selection, provision of technical and policy guidance and training of employees.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.
List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 % of Time 60

Manage the activities of first line supervisors and staff.

Individual tasks related to the duty.

- Provide policy guidance, performance expectations and leadership to first line supervisors. Ensure they effectively handle 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 opportunity employment opportunity in hiring and promotion.
- Conduct staff meetings and conferences with staff to discuss progress on assignments or projects and stay informed.
- 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.

Duty 2

General Summary of Duty 2 % of Time 35

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 business processes.
- Ensure technical guidance and support is available as needed.

Duty 3

General Summary of Duty 3 % of Time 5

Other duties as assigned.

Individual tasks related to the duty.

- Special projects as defined by leadership
- Other IT related tasks as requested by agencies.
- Other IT related tasks as requested by DTMB.
- Representation of the State of Michigan as necessary.

- 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

Independent decisions include defining and directing corrective action to resolve problem areas; evaluating, analyzing, and troubleshooting problems for the departmental customers; evaluating the performance of employees; and setting and maintaining work area priorities.

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

New initiatives and policies that impact DTMB and organizational strategic goals.

- 18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

Standard office environment.

- 19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Margaret Woodbury	ITM 14	Patrick Villarreal	ITM 14
Jagadeesh Anne	ITM 14	James Blumer	ITM 14

- 20. My responsibility 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.

- 21. I certify that the above answers are my own and are accurate and complete.**

Signature

Date

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?
Yes.

23. What are the essential duties of this position?

The essential duties for this position include but are not limited to directing management of first line supervisors and staff as well as ensuring the overall direction and control of the functions and activities being performed in the work area.

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?

The function of the Agency Services Division supporting MDOT is to develop and maintain IT software solutions that meet the business needs for MDOT. This position is responsible for the technical developers and data developers associated with meeting project and maintenance needs.

26. In your opinion, 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 of professional experience equivalent to the P11 level or one year of professional experience equivalent to the 12 level.

NOTE: Equivalent combinations of education and experience that can be shown to provide the required knowledge, skills, and abilities will be evaluated on an individual basis. Certain positions may require that individuals with specific education and experience qualifications be appointed.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of principles and techniques of management, supervision, communication, and organization. Ability to instruct, direct, evaluate employees and communicate with others, both verbally and in writing. Ability to maintain control of the environment in high pressure situations. Ability to work well with a diverse range of individuals. Financial or Budgeting experience. Knowledge of cost allocation processes and Government experience a plus.

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. I certify that the entries on these pages are accurate and complete.

Appointing Authority's Signature

Date