State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. STDIVADM

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)** OFFICE OF REVENUE AND TAX ANALYSIS
4. Civil Service Position Code Description State Division Administrator	**10. Division** FORECASTING AND ECONOMIC ANALYSIS DIVISION
5. Working Title (What the agency calls the position) FORECASTING AND ECONOMIC ANALYSIS DIVISION ADMINISTRATOR	**11. Section**
6. Name and Position Code Description of Direct Supervisor BUSSIS, ERIC J; STATE BUREAU ADMINISTRATOR	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor WEST, AMANDA; SENIOR DEPUTY DIRECTOR	**13. Work Location (City and Address)/Hours of Work** 430 W. ALLEGAN STREET, LANSING MICHIGAN / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

The Administrator of the Forecasting and Economic Analysis Division within the Office of Revenue and Tax Analysis provides strategic leadership and oversight for the personnel assigned to the Division and ensuring that the department’s goals are met related to economic, revenue, and cash forecasting. The Division’s mission is to deliver accurate, timely, and transparent revenue and cash forecasts, economic analysis, and statutory inflation adjustments.

This position ensures the Division produces expert revenue analysis and economic forecasting. The Administrator directs a team of staff responsible for delivering high-quality fiscal and legislative analysis, maintaining analytical rigor, and meeting critical deadlines.

The Forecasting and Economic Analysis Division is a highly specialized unit that provides essential analysis and recommendations to the Governor, State Treasurer, and State Budget Director. The Administrator defines work objectives, establishes priorities, and directs the work of subordinate staff to ensure the Division meets its statutory and policy responsibilities.

Key staff responsibilities include preparing economic analyses, cash forecasts, and completing mandated reports.

The Administrator represents Treasury in presenting to a wide range of stakeholders, including executive branch leaders, legislators, legislative staff, and the House and Senate Fiscal Agencies. The role demands strong analytical leadership, clear communication, and the ability to translate complex tax and fiscal issues into understandable insights for policymakers.

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**

Ensure all revenue estimates and cash forecast projects are accurate, timely, and transparent. Manage a team of staff to ensure the efficient development of statutorily required reporting.

Individual tasks related to the duty:

- Develop, organize, and direct all forecasting and economic analysis functions to support Treasury's fiscal and policy responsibilities.
- Manage all reporting activities, ensuring accuracy, consistency, and alignment with departmental and statutory requirements.
- Plan, oversee, and guide the preparation and presentation of economic forecasts for the Bureau Director, State Treasurer, Governor, Legislature, and the public.
- Supervise and evaluate staff work products, including fiscal reports, analytical documents, and data tables, to ensure they meet departmental standards and support required reporting.
- Ensure all analytical outputs are high-quality, accurate, and clearly communicated, with content tailored to both technical and non-technical audiences.
- Oversee staff training and professional development in the Forecasting and Economic Analysis Division and ensure team members maintain subject-matter expertise across their assigned areas.
- Manage, monitor, and ensure compliance with all statutory reporting obligations assigned to the section.

Duty 2

General Summary: **Percentage:** **25**

Supervise the Forecasting and Economic Analysis staff by scheduling work assignments, setting priorities, and reviewing/monitoring work assignments. Ensure appropriate labor relations and personnel policies and procedures are maintained. Take corrective and disciplinary action as appropriate. Evaluate employee performance through the review of the completed work assignments and work techniques. Develop and set policies and procedures for the work area.

Individual tasks related to the duty:

- Mentor, cross-train, and develop staff; identify training needs and oversee annual training plans.
- Assign work, set priorities, and manage staff to ensure timely, high-quality reporting.
- Provide oversight and direction to achieve bureau goals aligned with Treasury's strategic objectives.
- Oversee the development of business plans, policies, initiatives, and performance metrics.
- Implement improved administrative processes and support continuous operational enhancements.
- Manage workflow, track assignments, and review completed work for accuracy and clarity.
- Develop performance objectives, evaluate staff performance, and provide ongoing coaching and feedback.
- Lead recruitment, selection, and succession planning efforts, ensuring equal employment opportunity.
- Address personnel matters, including counseling and disciplinary actions, as needed.
- Maintain and update written procedures to support efficient and effective operations.
- Conduct staff meetings to discuss priorities, challenges, and project status.
- Perform routine supervisory duties, including approval of leave and coordination of schedules.

Duty 3

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

Direct and administer the operations and activities for the Department of Treasury's responsibility for inflation adjustments of fees, taxes, and other regulatory policies.

Individual tasks related to the duty:

- Develop policies and procedures related to inflation adjustments for other areas of state government.
- Coordinate information for auditors, including both internal auditors and the Office of the Auditor General.
- Ensure conformance with established guidelines, procedures, methods, policies and laws
- Develop and implement a work plan to meet deadlines related to the program.
- Direct the revision of rules and regulations to meet changes in law.
- Direct and supervise the staff responsible for the inflation adjustments to assist with analysis.
- Maintain expertise in inflation measurements to assist with analysis.
- Evaluate proposed legislative/policy changes, draft legislative amendments and recommend policy changes to the Bureau Director, Deputy Treasurer and Treasurer.

Duty 4

General Summary: **Percentage: 10**

Provide oversight and assistance to the Bureau's Forecasting and Economic Analysis data collection. Oversee the computer programs and data analysis routines to support economic analysis and cash forecasting.

Individual tasks related to the duty:

- Oversee the generation and maintenance of computer programs, models, presentations, and data analysis.
- Work with technical resources across the Department to ensure that the Bureau has access to all required data.
- Track and manage the data available to the Bureau.
- Communicate with key stakeholders on the Bureau's data needs.
- Evaluate and review the preparation of data to assist with analysis.

Duty 5

General Summary: **Percentage: 5**

Other special projects as assigned.

Individual tasks related to the duty:

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

Development and implementation of staff priorities of the division. Provide direction and approval of dissemination of statistical data and other information. Provide recommendations related to required legislative language within established policy guidelines. Recommend tax policy changes to the Bureau Director, Deputy Treasurer and State Treasurer.

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

Personnel and budget decisions; estimates of revenue impacts, and final approval of publications and analysis; conditions and situations that have major policy, program, and or fiscal implications or any personnel matters that may have major ramifications.

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 ability and flexibility to frequently contribute time to the job beyond the regular workday schedule is required. Work environment is high pressure with strict deadlines and competing priorities. Occasional extended hours are 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.

NAME	CLASS TITLE	NAME	CLASS TITLE
LOCKWOOD, ANDREW J	STATE ADMINISTRATIVE MANAGER-1 15	HEIDT, DENISE T	ECONOMIC SPECIALIST-4 15

Additional Subordinates

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

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	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?

This position will be responsible for serving as the Director of the Forecasting and Economic Analysis Division. This position will manage and administer the division to effectively and efficiently accomplish goals and priorities related to economic, revenue, and cash forecasting and provide expertise to the Bureau Director, Deputy Treasurers, State Legislators, and Senate and House Fiscal Agencies.

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

New position.

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

Professional position responsible for serving as the Director of the Forecasting and Economic Analysis Division in the Bureau of Office of Revenue & Tax Analysis. This bureau is the forecasting and policy research arm of the Michigan Department of Treasury. The bureau is responsible for economic forecasts and revenue estimates for use in the state budget process, revenue tracking, tax and economic policy analysis, and coordination of the semi-annual consensus revenue estimating conference.

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 Division Administrator 17
Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Alternate Education and Experience

State Division Administrator 17
Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years 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:

Knowledge of economic theories including methods and techniques of econometric and forecasting; micro and macro-economic theory; economic research and survey sampling techniques; mathematical and statistical theory; economic indicators relative to national and local economic trends; state and federal laws and legislative processes. Ability to conduct research studies; gather and analyze economic data and present findings; develop statistical computer programs.

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.

N/A

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

SALLY VAN VYVE	11/12/2026
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**