

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

Position Code 1. STOFCADMB96N

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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description STATE OFFICE ADMINISTRATOR	10. Division P-20 System and Student Transitions
5. Working Title (What the agency calls the position) Director, Office of Career and Technical Education	11. Section Office of Career and Technical Education
6. Name and Position Code Description of Direct Supervisor HARMALA, MICHELE A; OFC OF GREAT START DEP SUPINT	12. Unit
7. Name and Position Code Description of Second Level Supervisor CARNELL, SUE C; CHIEF DEPUTY SUPERINTENDENT	13. Work Location (City and Address)/Hours of Work 608 W ALLEGAN ST; LANSING, MI 48915 / M - F, 8 am - 5 pm

14. General Summary of Function/Purpose of Position

This position functions as the Director of the Office of Career and Technical Education. The director is responsible for the administration, supervision, and management of staff and programs for three units (Grants, Assessments, Monitoring, and Evaluation; Career Readiness; and Early/Middle College). Responsibilities include development and implementation of the State Plan for the Carl D. Perkins Act; development, monitoring, and administration of the budget and spending plan for the service area; and planning, managing, and monitoring of federal funds, state school aid funds, career and technical education programs, and Early/Middle Colleges.

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: 25

Provide leadership, direction, and supervision of staff in the Office of Career and Technical Education and for the efficient and effective day-to-day operation of the programs and services.

Individual tasks related to the duty:

- Lead, prepare and implement administrative policies and procedures for the office to ensure staff compliance with and understanding of State Board of Education policy, the department's mission, and state and federal rules and regulations.
- Finalize spending plans and monitor expenditures.
- Lead, prepare, review, and approve correspondence and reports, as required.
- Lead, prepare recommendations on legislative action, state school aid funding, administrative rules governing career and technical education and early/middle colleges.
- Interview and select staff and make work assignments based on office and department priorities, goals, objectives, and standard operating procedures.
- Advise staff in the resolution of sensitive or complex situations, determine appropriate course of action, and monitor actions and responses.
- Determine staff development needs and assure training is obtained.

Duty 2

General Summary:

Percentage: 25

Implement the provisions of the Carl D. Perkins Career and Technical Education Act.

Individual tasks related to the duty:

- Lead and prepare all necessary planning documents for timely submission to the U.S. Department of Education, Office of Career, Technical, and Adult Education.
- Lead, plan, monitor, and evaluate career and technical education programs in Michigan's k-14 educational system.
- Supervise the preparation and implementation of the State Plan for Career and Technical Education in accordance with all pertinent federal regulations.
- Lead and develop annual budget and allocate formula funds.
- Ensure technical assistance is provided for proper expenditure of funds.
- Lead and prepare federal and state reports for timely submission to the U.S. Department of Education, Office of Career, Technical, and Adult Education.
- Lead and develop recommendations for reauthorization of the Carl D. Perkins legislation.
- Lead and prepare documents for presentation to and/or approval from the State Board of Education.
- Supervise the collection and analysis of career and technical education data through the Career and Technical Education Information System for reporting to the U.S. Department of Education, Office of Career, Technical, and Adult Education.

Duty 3

General Summary:

Percentage: 25

Provide leadership, direction, and supervision for the development, implementation, and management of Early/Middle Colleges.

Individual tasks related to the duty:

- Participate or delegate participation as a member of statewide organizations, such as, Michigan Early Middle College Association's Executive Committee.
- Lead and develop a funding structure in accordance with legislative requirements.
- Lead and provide technical assistance to districts to develop implementation plans consistent with the goals of early/middle colleges.
- Lead and develop accountability measures to assess the impact of early/middle colleges.
- Lead the development of professional development plans to support implementation of early/middle colleges.
- Support research projects that measure aspects of successful early/middle colleges.

Duty 4

General Summary:

Percentage: 20

Coordinate collaborative initiatives with other service areas, agencies, and organizations.

Individual tasks related to the duty:

- Coordinate and align career and technical education and early/middle colleges with accountability standards, professional development, and accreditation with appropriate service areas.
- Work jointly with the Department of Talent and Economic Development, Department of Management, Technology, and Budget, and the Governor's office of career and technical education and early/middle college initiatives.
- Work jointly with the Career Education Planning District Council on career and technical education initiatives.
- Work jointly with the Michigan Early Middle College Association on policy and implementation of early/middle college initiatives.
- Address citizen groups, media personnel, members of the legislature, and others regarding program and policy issues.
- Serve on, and work with, professional organizations, state and national organizations, and other department committees.
- Provide leadership, direction, and support to external customers.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned by Deputy Superintendent and/or Chief Deputy Superintendent.

Individual tasks related to the duty:

- All 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.

- Approval of budget and spending plans for the service area-improperly done results in loss of federal funds, etc.
- Establishment of goals and work priorities for the service area.
- Decisions regarding selection and assignment of staff.
- Appropriate course of action in the resolution of sensitive or complex situations.
- Formulation of plans and projects required to meet program objectives, and state and federal requirements.

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

Precedent-setting activities affecting more than one unit, especially sensitive issues. Any decisions requiring approval through senior leadership process.

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.

This position requires extensive in and out-of-state travel, as well as hours beyond the normal 40-hour work week.

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>
CORDANO, MICHELLE	DEPARTMENTAL SPECIALIST-2 13	BLACK, CHRISTINE S	DEPARTMENTAL SPECIALIST-3 14
VACANT	EDUCATION CONSLTNT MGR-4	KROLL, JILL C	EDUCATION CONSLTNT MGR-5 15
MILLER, DEBRA	EDUCATION CONSLTNT MGR-5 15	YOTT, SHEILA R	EXECUTIVE SECRETARY-E E10

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.

Y		Y	
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?

Provide leadership, direction, and supervision of staff in the Office of Career and Technical Education for the efficient and effective day-to-day operation of the programs.

Implement the provisions of the Carl D. Perkins Career and Technical Education Act.

Provide leadership, direction, and supervision for the development, operation, and management of early/middle colleges.

Coordinate collaborative initiatives with other service areas, agencies, and organizations.

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

Updated box 14, 16-18, 23.

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

The service area has three primary functions: 1) program and personnel management; 2) policy planning, development, and analysis; and 3) working with other agencies, i.e., the State Board of Education, U.S. Department of Education, Department of Technology, Management, and Budget, Department of Talent and Economic Development, Michigan Legislature, and the Governor's office. The director is responsible for its overall operations.

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 Office Administrator 17

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

Alternate Education and Experience

State Office 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 supervisory experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to interact effectively with local school personnel, legislative officials, other educators, and the public. Principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting. Knowledge of state and federal legislative processes. Experience and/or knowledge of both career and technical education and early/middle colleges.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License required.

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.

NA

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

DANIEL CLARK

12/21/2023

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