

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPTMGR3

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 ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Manager-3	10. Division Materials Management
5. Working Title (What the agency calls the position) Departmental Manager 14	11. Section Investment and Deployment
6. Name and Position Code Description of Direct Supervisor VACANT; STATE ADMINISTRATIVE MANAGER-1	12. Unit Technical Resources Unit
7. Name and Position Code Description of Second Level Supervisor STAVELAND, JULIE C; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work TBD / Monday - Friday, 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

The primary functions of this position are to serve as first line supervisor to employees of the Unit and to manage the Unit's resources and program tasks. This position is responsible for program management (planning, assigning, directing, reviewing, and supervising) for the operations of the Unit and to assist with the development, application, program coordination, closeout and tracking of the federally funded projects.

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: 85

Manage and coordinate the activities of the Unit and supervise staff.

Individual tasks related to the duty:

- Manage the Unit through planning, organizing, staffing, directing, and supervising so program objectives are achieved.
- Coordinate Unit staff work assignments and establish work priorities.
- Identify Unit development and training needs, approve training requests, and ensure appropriate training opportunities.
- Keep Unit staff informed about important events in the Section and Division through staff meetings, e-mails, and verbal communication.
- Evaluate Unit staff performance by establishing performance objectives, conducting ongoing reviews of completed assignments, daily monitoring of work techniques, and conducting formal performance appraisals with ongoing feedback to staff regarding their performance.
- Ensure proper labor relations and conditions of employment are maintained, including taking disciplinary/corrective actions when necessary.
- Resolve interpersonal conflicts within the Unit when staff are unable to resolve interpersonal conflicts themselves.
- Review and approve Unit purchases and ensure that expenditures are within budgetary allotments.
- Review and approve Unit leave requests, biweekly timesheet entries, and travel expense reports.

Duty 2

General Summary:

Percentage: 10

Responsible for administering, monitoring, and implementing the most complex and technical grants and contracts for services funded through the Climate Pollution Reduction Grant (CPRG) program and others. Responsible for ensuring performance of all necessary actions for developing effective grant administration, ensuring compliance with contract terms, and safeguarding the interests of the State of Michigan, Technical Resources in its contractual relationships.

Individual tasks related to the duty:

- Collect data, prepare and provide reports, and recommendations, regarding required quarterly and annual DOE reporting for programs, NEPA, SHPO, and Davis-Bacon.
- Approve grant and contract payments, collect data and monitor monthly expenditures for the Unit.
- Develop and maintain a system for tracking and monitoring CPRG funding, grants and contracts awarded.
- Collect and maintain program data necessary to track and determine CPRG funding levels and meet program reporting requirements.
- Analyze ongoing program operations and recommend modifications of policies and procedures to meet federal requirements and the objectives of the Technical Resources Unit more effectively.
- Collect data, develop and prepare CPRG program statistical reports as requested.

Duty 3

General Summary:

Percentage: 5

Perform miscellaneous duties as specifically assigned by Section Manager or Assistant Division Director.

Individual tasks related to the duty:

- Collect data, develop and prepare presentations regarding the CPRG program for use by management.
- Represent the Sustainability Section and Division and participate at meetings to address issues/opportunities related to the CPRG.
- Attend meetings and monitor progress on projects that could impact or be coordinated with CPRG funded projects.
- Perform miscellaneous duties and develop and implement special projects as assigned by management to facilitate the efficient administration of the CPRG.
- Grant Administration for other federal DOE, EPA, or USDA programs and State programs.

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

Setting project assignment priorities, resolving conflicts involving staff and programs, interpretation and application of programmatic and technical requirements, and determining when issues should be referred to management.

Unit budget tracking and approvals for grant/contract payments, staff travel, and training.

Provide input to determine project direction and implementation decisions; identify and pursue program related opportunities and partnerships; determine appropriate responses to questions from businesses and general public; and work directly with private industry, government agencies, and other stakeholders. Decisions made by this position affect businesses, communities, and government organizations.

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

When decisions have Division-wide and/or statewide implications. When decisions may be controversial or affect current policy. When the work affects more than Unit staff priorities and assignments.

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.

Job consists of sitting, typing, reading, and listening constantly. Employee is subjected to machine noises and building atmospheric conditions (cold, hot, dusty, and stuffy) continually. Occasional in-state and out-of-state travel and field site visits.

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.

Additional Subordinates

3 new Departmental Analysts 9-P11, 1 new Departmental Analyst 12, 1 new Departmental Specialist 13 (all to be established)

20. This position's responsibilities 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. |

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?

Serve as the unit supervisor for the Technical Resources Unit within the Sustainability Section of MMD in EGLE.

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

New establishment.

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

The Technical Resources Unit is responsible for the CPRG funding program as well as other resources in support of the MI Healthy Climate Plan and the EGLE's primary mission of protecting human health and the environment. This position organizes and directs the responsibilities of the Unit.

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:

Departmental Manager 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of personnel issues, principles and techniques of management including organization, planning, staffing, training, budgeting and reporting. Ability to instruct, direct and evaluate employees. Knowledge of federal and state energy legislation and programs, strategies, policies and techniques. Ability to plan, coordinate and expedite work projects and administrative activities of complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.

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.

LAUREN FELDPAUSCH

Appointing Authority

3/28/2025

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