

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

Position Code 1. BUREAADMC18N

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) Enterprise Services
4. Civil Service Position Code Description STATE BUREAU ADMINISTRATOR	10. Division
5. Working Title (What the agency calls the position) Bureau Director	11. Section
6. Name and Position Code Description of Direct Supervisor GRANT, COREY; SENIOR DEPUTY DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WILKINSON, LANCE; SENIOR CHIEF DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Operations Center, 7285 Parsons Dr., Dimondale MI 48821 / Monday - Friday 8-5

14. General Summary of Function/Purpose of Position

This position is responsible for directing the organization, administration and activities of the Bureau of Enterprise Services, including oversight of all budgetary functions and information technology services. Overseeing the management of Treasury information technology projects, will serve as information technology project manager on behalf of Treasury Executive Office for all Treasury IT projects; will oversee and guide the State Division Administrator of the Budget Division regarding the related information on technology services budget. Position works heavily with the Department of Technology Management and Budget (DTMB) staff on timelines, budget and processes.

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: 40

Organizes and administers the Bureau of Enterprise Services. Works in conjunction with the Executive Office, Deputy Treasurers, Bureau Directors from the business areas, Department of Technology Management and Budget and vendors to strategically plan our IT needs as well as determine implementation methods for the migration of the IT legacy systems and implementations of new IT systems throughout the department.

Individual tasks related to the duty:

- Formulates and establishes policies, priorities, perspectives, and philosophy for areas of responsibility.
- Directs the activities of departmental employees in the implementation of programs and policies
- Establishes program objectives, goals, and priorities and determines operating policies and implementation methods within the context of policies and guidelines.
- Reviews progress and activity reports, assesses effectiveness of operations, and determines need for improvement.
- Advises staff in the resolution of sensitive, complex, or precedent-setting situations; determines appropriate course of action; assigns responsibilities and monitors actions and responses.
- Oversees the management of Treasury's information technology projects and the related information technology services budget, working heavily with DTMB staff on timelines, budget and processes.
- Work with the DTMB Project Director to ensure the development of requirements for the migration and implementation of new tax(es) and all business area IT systems and ensure the project's requirements are met.
- Alert the appropriate Deputy Treasurer in advance when milestones will not be met along with recommending remedial actions to get the project back on schedule and achieve the project milestones.
- Advise Treasury Executive Office of policy issues and project accomplishments.

Duty 2

General Summary:

Percentage: 35

Provides oversight of Treasury's information technology portfolio and projects, overseeing Treasury IT Governance and Strategy and connecting business teams with the support and training they need to be successful.

Individual tasks related to the duty:

- Ensure that Treasury business teams have the training and support from DTMB, BET and Vendors to be successful.
- Serve as head of the IT governing board and maintain the Treasury IT Strategic Plan.
- Oversees all information technology projects and related budget, including contracts, project changes and approvals.
- Approve budget-related changes in projects and their implementation.
- Serves as Executive Office liaison with DTMB for IT services.
- Work with DTMB and Treasury to coordinate IT efforts efficiently and effectively.
- Support the creation of high-level requirements and coordinate with business leads in the development of detail requirements and testing strategy
- Meet with the business leadership to communicate project objectives and requirements along with learning the business' needs and objectives.
- Provide oversight to ensure high-level requirements are established to cover all of the project's objectives and the business' needs.
- Meet with the Bureau Directors, Administrators and designated representatives to develop a technology roadmap, ensuring desired business outcomes are aligned with Technology.

Duty 3

General Summary:

Percentage: 25

Provides oversight of Treasury's budget activity, including activity with the Legislature and with the Executive Office.

Individual tasks related to the duty:

- Provides executive oversight of staff assigned to the Budget Division.
- Confers with legislators and the governor's office on matters relating to the department's budget.
- Reviews legislative analyses and proposed legislation related to the budget and determines or recommends department position and course of action.
- Evaluates the impact of pending legislation on internal and external stakeholders for staff and the executive office.
- Oversee the budget development process from Executive Recommendation to enacted budget, including testifying before legislative committees, review fiscal impact of budget changes and working with department staff impacted.
- Coordinate the department's annual budget requests and present information to the executive and legislative branches.
- Serves as Executive Office liaison with DTMB State Budget Office, House and Senate Fiscal Agencies and House and Senate Appropriations Committees and Subcommittees.
- 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.

Decisions necessary for the planning and effective administration of all areas of responsibility, including all assigned programs, activities and employees, and the allocation of resources within and among those areas.

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

Major program changes and highly sensitive matters. Any budget request that requires legislative, supplemental or transfer approval.

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.

Standard office environment. Some travel and overnight stays and/or extended work hours may be required on occasion. Includes contact with elected officials and the public on highly sensitive matters with tight timelines.

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>
VACANT	DEPARTMENTAL SPECIALIST-3	BOLAN, ANGELA	EXECUTIVE SECRETARY-1A 11
BOLEN, MARK H	STATE ASSISTANT ADMINISTRATOR 15	CONNELL, JEFFEREY R	STATE ADMINISTRATIVE MANAGER-1 15
OSBORNE, KEN	STATE DIVISION ADMINISTRATOR 17	MEFFORD, DAVID R	STATE DIVISION ADMINISTRATOR 17

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. |
| ☒ 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?

This position serves as the Bureau Director overseeing all Security & Data Risk Management, Budget, Information Technology and Project Management processes for the Department. Also serves as liaison with other state agencies and groups involved in budget and IT services, such as DTMB, the State Budget Office, the Legislature, and the House and Senate Fiscal Agencies.

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

Duties were updated to reflect the Bureau's updated name and removal of Security & Data Risk Management Division and requirements related to security. Removed last task in Duty 1 and corrected first bullet in tasks of Duty 2 to BET.

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

The work area is a branch of Treasury's executive office, which has administrative responsibility for all of Treasury. This position will direct the operation of three divisions with department-wide impact and supervise the personnel responsible for these areas. The position works in conjunction with the Executive Office, Deputy Treasurers, Bureau Directors from the business areas, the Department of Technology Management and Budget (DTMB), and vendors to strategically plan our IT needs as well as determine implementation methods for the migration of the IT legacy systems and implementations of new IT systems throughout the department.

The position will also develop, monitor, and evaluate the business needs, taking into consideration Department of Treasury operating budget, policies and rules. Assures that operating processes and needs of the business areas are thoroughly researched, discussed, and documented, to ensure all are taken into consideration while achieving the overall mission for the Department. Also serves as liaison with other state agencies and groups involved in budget and IT services, such as DTMB, the State Budget Office, the Legislature, and the House and Senate Fiscal Agencies.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:**State Bureau Administrator 18**

Two years of professional managerial experience.

Alternate Education and Experience**State Bureau Administrator 18**

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement supervisory 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:

Knowledge of the mission of Treasury, the legislative process, budget formulation and IT processes within the State of Michigan.

Ability to communicate effectively across a variety of media.

Ability to establish and maintain effective relationships.

Ability to lead, plan, direct, and coordinate program and administrative activities of a complex, interrelated and interdependent nature.

Knowledge of principles and techniques of administrative management including organization planning, staffing, training, budgeting and reporting.

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.

None

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

MALINDA HUFFMAN

Appointing Authority

9/10/2026

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