

**State of Michigan
Civil Service Commission**

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

Position Code

1. STDDADM1

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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Finance and Administrative Services
4. Civil Service Position Code Description State Administrative Manager-1	10. Division
5. Working Title (What the agency calls the position) Audit and Risk Management Section Manager	11. Section Audit and Risk Management
6. Name and Position Code Description of Direct Supervisor KUBACKI, KEVIN M; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor HORN, DANIEL C; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 611 W OTTAWA ST; 4TH FLOOR, LANSING, MI 48933 / 8:00 A.M. to 5:00 P.M. Monday through Friday

14. General Summary of Function/Purpose of Position

This position directs the work of the Audit and Risk Management Section and staff, which handles LARA's audit and risk management business and administrative activities related to the research, evaluation, planning, development, implementation, and assessment of LARA's programs or services. The Audit and Risk Management section is responsible for improving the speed, accuracy, and consistency of licensing, inspections, complaint resolution and follow-ups on deficient practices within LARA. This position executes audit and risk management methodologies and practices on behalf of the department. The position works with audit and risk management methods, procedures, and exercises, and considerable independent judgment to recommend appropriate courses of action on behalf of the department.

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: 60

Manages and provides strategic direction for highly complex audit and risk management activities within the section on behalf of the department.

Individual tasks related to the duty:

- Establish, recommends, and develops comprehensive program objectives for the department's audit and risk management framework. This includes defining multi-year goals, enterprise-level priorities, and standardized operating procedures. Ensures implementation approaches align with departmental policies, statewide administrative requirements, and broader strategic directives of the State of Michigan.
- Designs and recommends processes to ensure full program adherence to Michigan Office of the Auditor General (OAG) standards, State Administrative Board policies, department and bureau procedures, statutory requirements, and mandatory reporting obligations. Continuously evaluates regulatory changes and updates risk and audit methodologies accordingly.
- Exercises oversight, decision-making authority, and governance responsibility for all departmental audit and risk management activities. Establishes internal controls, risk tolerance parameters, and quality assurance practices that reinforce compliance and operational integrity across LARA.
- Interprets and applies guidance to support staff in resolving sensitive, precedent-setting, and technically complex audit and risk situations. Assigns responsibilities, provides oversight of corrective actions, and monitors progress to ensure timely and compliant responses. Escalates emergent issues to executive leadership when necessary and appropriate.
- Recommends and helps design repeatable processes that ensure sustained compliance with OAG guidelines and department/bureau policies. Coordinates cross-functional input to ensure procedures are practical, scalable, and aligned with LARA's risk management principles.
- Assists program managers with analyzing and interpreting new and existing statutes, administrative rules, and regulatory directives. Leads the development and revision of operational processes and procedures to ensure continued compliance and mitigate statewide policy impacts.
- Designs, implements, and delivers specialized training programs that enhance staff understanding of audit methodologies, internal control systems, risk assessment techniques, and compliance obligations. Ensures training aligns with best practices and statewide expectations.
- Serves as a technical advisor to the Internal Control Officer, providing specialized expertise in audit standards, internal control frameworks, and risk mitigation strategies. Collaborates closely to strengthen department-wide compliance architecture.
- Develops, maintains, and oversees compliance reporting structures and monitors metrics in accordance with regulations. Produces analytical dashboards and performance indicators used to evaluate internal control effectiveness across LARA bureaus.
- Oversee the review, design, approval, and coordination of all paper and electronic forms across LARA in accordance with requirements. Ensures all forms comply with State of Michigan technology standards, maximize accessibility for all Michiganders, and remain intuitive, user-friendly, and compliant with digital service design practices.

Duty 2

General Summary:

Percentage: 35

Manages Audit and Risk Management employees and assigns responsibilities within section.

Individual tasks related to the duty:

- Directs audit and risk management activities by scheduling work assignments, setting priorities, and directing work of subordinates.
- Develops and maintains management reporting methodologies.
- Evaluates employee performance, counsels employees, and completes performance plans for the employees within the section.
- Identifies and approves needed training for employees, developing justification and plans for providing the necessary training.
- Interviews and selects employees and assigns employee responsibilities, ensuring equal employment opportunity in hiring and promotion.
- Conducts team meetings and conferences with employees and supervisors to discuss operations, organization, budgetary matters, personnel matters, technical issues, and the status of programs and projects.
- Approves and denies leave requests.
- Facilitates solutions to workplace and labor relations challenges.

Duty 3

General Summary:

Percentage: 5

Other Duties Assigned

Individual tasks related to the duty:

Completes other duties as assigned to support the department's objectives.

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

Responsible for own work product. Daily decisions are made in relation to providing audit and risk management guidance to department personnel. Improper decisions would adversely affect the effectiveness of the department's programs.

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

Supervisor's review may be needed when/if major program changes occur or sensitive matters arise.

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.

General Office Environment

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>
	DEPARTMENTAL SPECIALIST-3 14		

Additional Subordinates

2 positions will be established to report to manager; Departmental Analyst 9-P11 and Departmental Technician 7-10

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?

The essential functions of this position can be found in #1 duty and #2 duty of this position.

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

Establish

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

The Audit and Risk Management section is responsible for improving the speed, accuracy, and consistency of licensing, inspections, complaint resolution and follow-ups on deficient practices within LARA. This position executes audit and risk management methodologies and practices on behalf of the department.

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 Administrative Manager 15

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

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year 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:

Excellent managerial skills, organizational skills, job initiative and interpersonal skills. Ability to encourages and foster a team approach.

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.

NA

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

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