

**The Michigan Civil Service Commission is Accepting Applications For
SUPERVISORY EXAMINATION**

No. 9031

— A Written Test is Required —

Applicants who pass the exam may be considered for the following Job Titles:

Account Examiner Supervisor 12-14	Heavy Equipment Mechanic Supervisor 12
Activities Therapy Aide Supervisor 10-11	Maintenance Mechanic Supervisor 11
Administrative Technician Supervisor 10-12	Medical Technician Supervisor 12-13
Building Trades Supervisor 11	Office Supervisor 9-12
Civil Technician Supervisor 12-13	Physical Plant Supervisor 12-13
Departmental Supervisor 10-14	Power Plant Supervisor 11
Domestic Services Supervisor 8-12	Reproduction Machines Supervisor 8-11
Electrician Supervisor 11	Secretary Supervisor 10-11
Facilities Supervisor 10-14	Storekeeper Supervisor 8-9
Fire and Safety Officer Supervisor 9-11	Unemployment Claims Supervisor 12
Groundskeeper Supervisor 10-11	

Pay rate information can be found at <http://www.michigan.gov/mdcs/0,1607,7-147-54660---,00.html>.

MINIMUM REQUIREMENTS

The Minimum Requirements Listed Below Are For the Entry-Level Only

**ACCOUNT EXAMINER
SUPERVISOR 12-14**

Education: Possession of an associate's degree with a minimum of 16 semester or 24 term hours in accounting courses.

12 Level Experience: Two years of paraprofessional account examiner experience involving the examination and evaluation of the accounting, financial, operational, or control records of public agencies or private organizations.

**ACTIVITIES THERAPY
AIDE SUPERVISOR 10-11**

10 Level: Two years of experience as an Activities Therapy Aide E8.

**ADMINISTRATIVE
TECHNICIAN
SUPERVISOR 10-12**

10 Level: One year of experience equivalent in responsibility to an Accounting Technician E9, Procurement Technician E9, or Storekeeper Supervisor 8 or one year of bookkeeping supervisory experience equivalent in responsibility to an Office Supervisor 9 in bookkeeping.

**BUILDING TRADES
SUPERVISOR 11**

One year of experience equivalent to a crew leader in a recognized skilled trade or two years of experience equivalent to the experienced level in a recognized skilled trade.

**CIVIL TECHNICIAN
SUPERVISOR 12-13**

Education: Possession of an associate's degree in civil technology.

12 Level Experience: Two years of experience equivalent in responsibility to a specialized technician at the E10 level or one year of experience equivalent in responsibility to a specialized technician at the 11 level.

**DEPARTMENTAL
SUPERVISOR 10-14**

10 Level: One year of experience equivalent to an experienced-level technician, paraprofessional, and/or professional; Office Supervisor 9/10, Secretary Supervisor 10, Emergency Dispatch Supervisor 10, or Human Resources Customer Service Supervisor 10.

DOMESTIC SERVICES SUPERVISOR 8-12	8 Level: Two years of experience equivalent to a Domestic Services Aide E6 working in a dining room.
ELECTRICIAN SUPERVISOR 11	One year of experience equivalent to an Electrician 10 or two years of experience equivalent to an Electrician E9.
FACILITIES SUPERVISOR 10-14	10 Level: Two years of experience equivalent to an Armory Maintenance Worker E8, Janitor 6, Laborer 6, Trades Helper E6, the 7 level in a domestic worker occupation supporting custodial maintenance, or the 8 level in a labor and trades occupation supporting physical building maintenance.
FIRE & SAFETY OFFICER SUPERVISOR 9-11	9 Level: Two years of experience equivalent to a senior level Fire and Safety Officer 8 in state service or three years of experience as an experienced level Fire and Safety Officer E7 in state service.
GROUNDSKEEPER SUPERVISOR 10-11	10 Level: Two years of experience as a groundskeeper crew leader.
HEAVY EQUIPMENT MECHANIC SUPERVISOR 12	Education: Possession of a high school diploma or a GED Certificate. Experience: One year of experience equivalent to a Heavy Equipment Mechanic 11 or two years of experience equivalent to a Heavy Equipment Mechanic E10. Special Requirements, Licenses, and Certifications: All positions require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.
MAINTENANCE MECHANIC SUPERVISOR 11	One year of experience equivalent to a crew leader in a recognized skilled maintenance trade or two years of experience equivalent to the experienced E9-level in a skilled maintenance trade.
MEDICAL TECHNICIAN SUPERVISOR 12-13	Education: Possession of an associate's degree in radiologic, dental, or engineering technology; or physical or biological sciences. 12 Level Experience: Two years of experience equivalent in responsibility to a specialized technician at the E10-level or one year of experience equivalent in responsibility to a specialized technician at the 11 level.
OFFICE SUPERVISOR 9-12	9 and 10 Levels: Four years of office experience involving administrative support office practices, including two years of experience equivalent in responsibility to an experienced E7-level administrative support office worker in state service.
PHYSICAL PLANT SUPERVISOR 12-13	12 Level: Five years of experience as a power plant operator or maintenance mechanic, two years of which includes overseeing power plant operations or maintenance mechanics involved in the operation, installation, mechanical maintenance, and/or repair of electrical and mechanical building equipment and systems or two years of experience as a supervisor of two or more skilled building trades, including building construction, alteration, maintenance, and/or repair.
POWER PLANT SUPERVISOR 11	Two years of experience equivalent to a Power Plant Operator 10.
REPRODUCTION MACHINES SUPERVISOR 8-11	8 LEVEL: Three years experience in a full-range technical complex duplicating operation, including digital-on-demand electronic printing equivalent to the Reproduction Machine Operator 7 <u>or</u> two years equivalent to the Reproduction Machine Operator 8. Note: An associate's degree in the printing field, or completion of a full range printing apprenticeship may be substituted for one year of required Reproduction Machine Operator experience.

SECRETARY
SUPERVISOR 10-11

10 Level: Five years of progressively responsible administrative support experience including three years performing secretarial duties equivalent in responsibility to a Secretary 7.

STOREKEEPER
SUPERVISOR 8-9

8 Level: Two years of experience equivalent to a Storekeeper 7 or three years of experience equivalent to a Storekeeper E6.

UNEMPLOYMENT
CLAIMS SUPERVISOR 12

Education: Completion of two years of college (60 semester/90 term credit hours).

Experience: One year of experience equivalent in responsibility to an Unemployment Claims Worker 9, or Unemployment Claims Examiner 11, or Unemployment Claims Interviewer 11 in state service or two years of experience equivalent in responsibility to an Unemployment Claims Examiner 10 or Unemployment Claims Interviewer 10 in state service or three years of experience equivalent in responsibility to an Unemployment Claims Worker 8 in state service.

Recognized Alternative To Education: Two years of experience as an Unemployment Claims Worker 9, Unemployment Claims Interviewer 11, or Unemployment Claims Examiner 11 or three years of experience as an Unemployment Claims Interviewer 10 or an Unemployment Claims Examiner 10.

EXAMINATION

This is a written and video test and will assess skills in managing staff performance, discipline, and difficult employees; managing conflict; training/career development; staff development/delegation; interpersonal relations with staff and customers; communications skills; reliability/integrity; working with management; managing change; prioritization/effective use of resources; and business knowledge expertise.

EXAMINATION SCHEDULING

Two to three weeks before the examination date, applicants will receive an *Examination Admission Notice* with the date, time, and location for examination. The examination is administered only on weekdays. Applicants unable to take the examination on the scheduled date and time may reschedule as described in *Examination Admission Notice*. Current state employees should contact their Human Resources Office for the department's policy on administrative leave to take Civil Service examinations.

HOW TO APPLY

Applications must be received by the first work date of each month for processing for the next scheduled test. The test is administered statewide in March, June, September, and December. You may apply by completing the attached application. You may also apply by completing the application on-line on our website at www.michigan.gov/mdcs, clicking "Employment Information," "General Information," "Examinations," and "Supervisory Examination (No. 9031)," and then submit it by United States mail, fax, or email as an attachment. The contact information is listed below.

Civil Service Commission
Applicant Assessment Section
400 South Pine Street
PO Box 30002
Lansing, Michigan 48909
(517) 241-5051 - Fax
MCSC-BHRS@michigan.gov - Email

Civil Service Commission
Detroit Regional Office
Cadillac Place, Suite 4-400, 4th Floor
3042 West Grand Boulevard
Detroit, Michigan 48202

Please direct questions to any of the following Civil Service telephone numbers:

Lansing
(517) 373-3030
(517) 335-0191-TTY
(800) 788-1766-Toll Free

Detroit
(313) 456-4400
(313) 456-4409-TTY

The State of Michigan is an Equal Opportunity Employer

**State of Michigan
CIVIL SERVICE COMMISSION
400 South Pine Street, P.O. Box 30002, Lansing, MI 48909**

SUPERVISORY EXAMINATION APPLICATION

All persons offered employment in the classified service are required to submit to and pass a preemployment drug test as a condition of employment. An applicant who refuses to submit to or fails a preemployment drug test, interferes with a test procedure, or tampers with a test sample will be removed from all applicant pools and will be disqualified from state employment for a period of three years. The state of Michigan is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, religion, national origin, ancestry, disability, partisan consideration, age, or sex.

BIOGRAPHICAL DATA																							
APPLICANT OR EMPLOYEE ID NUMBER (Leave blank if you do not know your ID number)	AREA CODE/PHONE NO. (Between 8 a.m. and 5 p.m.)																						
APPLICANT'S NAME (LAST, FIRST, M.I.)																							
STREET ADDRESS																							
CITY	STATE	ZIP CODE																					
E-MAIL ADDRESS (if available)																							
CERTIFICATION: Complete the application and read carefully before submitting. <i>By submitting this application and any attachments, the applicant named above certifies to the Civil Service Commission that all information provided is true and accurate and contains no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify applicants from consideration for employment with the state of Michigan; or if hired, may be grounds for termination at a later date. Previous employers may be contacted for verification.</i>																							
TEST LOCATIONS — Select one site where you would like to take the written examination, if necessary: <input type="checkbox"/> 10. Detroit <input type="checkbox"/> 30. Lansing <input type="checkbox"/> 70. Ironwood <input type="checkbox"/> 80. Marquette <input type="checkbox"/> 90. Sault St. Marie																							
RACE/ETHNIC/GENDER INFORMATION Optional—for reporting purposes only	ACCOMMODATIONS Information provided on an individual's disability is confidential, not subject to the Freedom of Information Act, and cannot be shared without the permission of the applicant. Individuals who meet the federal eligibility requirements may be designated as a handicapper or as an individual with a disability and provided accommodations in completing the application, taking the examination, or participating in the referral process; and in certain instances, in a trial appointment program. <input type="checkbox"/> Check this box, if you believe you are eligible and want to participate voluntarily.																						
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JOB INTERESTS — List the specific job titles you are interested in: _____ _____ _____																							
QUALIFICATIONS Check all the boxes below that apply to you. Attach the required documents for each box you check.																							
<input type="checkbox"/> I possess an associate's degree.	Attach a photocopy of your official college transcripts. (Student copies will <u>not</u> be accepted).																						
<input type="checkbox"/> I possess certification required for one or more of the classifications covered by this examination.	Attach a photocopy of your training certificate.																						

