

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

DEPARTMENTAL MANAGER

JOB DESCRIPTION

Employees in this job direct the work of subordinates involved in primarily business and administrative activities related to the research, evaluation, planning, development, implementation, and assessment of state programs or services. The work requires knowledge of policies, procedures, and regulations of the professional research and analysis field, and supervisory methods, personnel practices, and related management disciplines. The employee, under general or administrative supervision, works within general methods, procedures, and exercises considerable independent judgment to select appropriate courses of action.

There are five classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Departmental Manager-1

Departmental Manager 12

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

Position Code Title – Departmental Manager-2

Departmental Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

Position Code Title – Departmental Manager-3

Departmental Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

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Position Code Title – Departmental Manager-4

Departmental Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

Position Code Title – Departmental Manager-5

Departmental Manager 16

The employee functions as a second-line professional manager of professional positions in a complex work area receiving executive direction, a third-line professional manager of professional positions in a complex work area, a third-line manager of professional positions in a standard work area receiving executive direction, or a fourth-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepare reports, and composes correspondence relative to the work.

Assigns, coordinates, and outlines the work methods of subordinate employees. Directs and participates in the establishment, administration, and evaluation of programs or services.

Directs and participates in the development, interpretation, evaluation, and recommendation of policies, procedures, rules, and regulations for the effective operation of programs.

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Directs and participates in the designing and conducting of surveys or special studies to determine needs and to assist in planning, implementing, and evaluating programs.

Develops alternative strategies to address and resolve a variety of issues and problems.

Interprets existing and proposed laws, policies, and procedures as they relate to a program area.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 12 level and thorough knowledge is required at the 13-16 levels.

Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.

Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.

Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs.

Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.

Knowledge of the economic, social, political, and business conditions of the state.

Knowledge of the legislative process and governmental organization and structure.

Knowledge of training and supervisory techniques.

Knowledge of labor relations.

Knowledge of employee policies and procedures.

Knowledge of equal employment opportunity policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.

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Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.

Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.

Ability to organize, evaluate, and present information effectively.

Ability to interpret laws, rules, and regulations relative to the work.

Ability to formulate plans, procedures, and controls in a program or service area.

Ability to maintain favorable public relations.

Ability to communicate effectively.

Ability to organize and coordinate the work of others.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in any major.

Experience

Departmental Manager 12

Three years of professional experience, including one year equivalent to the experienced (P11) level.

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.

Departmental Manager 16

Five years of professional experience, including one year equivalent to a specialist or manager at the 15 level.

OR

Six years of professional experience, including two years equivalent to a specialist or manager at the 14 level.

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OR

Seven years of professional experience, including three years equivalent to a specialist or manager at the 13 level.

Special Requirements, Licenses, and Certifications

Equivalent combinations of nonprofessional experience, identified by the appointing authority and approved by Civil Service that are represented by subclass codes, will be accepted for classified, professional experience equivalent to the P11 level and above. The nonprofessional experience must be related to departmental programs and services that provide the required knowledge, skills, and abilities.

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
DEPTLMGR

Job Code Description
Departmental Manager

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Departmental Manager-1	DEPTMGR1	NERE-180
Departmental Manager-2	DEPTMGR2	NERE-182
Departmental Manager-3	DEPTMGR3	NERE-186
Departmental Manager-4	DEPTMGR4	NERE-188
Departmental Manager-5	DEPTMGR5	NERE-189

ECP Group 3
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