

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**EXECUTIVE OFFICE OFFICIAL**

**JOB DESCRIPTION**

Employees in this job perform a variety of assignments for the Executive Office under the direction of the Governor.

There is one classification in this job.

**Position Code Title – Executive Office Official**

**Executive Office Official 18**

This is the executive level. The employee serves as either Chief of Staff or Director of State Policy or positions of equivalent responsibility and sensitivity in the Executive Office. The position determines and directs the implementation of policies and program objectives for the Executive Office and State Government.

**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.

Organizes and administers the operations of a major program of the executive office.

Directs program operations which cross-departmental missions and which require coordination of resources and the eliciting of cooperation at the highest levels.

Participates in the formulation and establishment of overall executive office program policy, priorities, perspectives, and philosophies.

Assists state officials in developing and implement executive initiatives.

Confers with legislators, officials of federal, regional, state, and local agencies, professional organizations, citizens and special interest groups on matters relating to executive office program missions, policies, and operations.

Directs or assists in directing the activities of a staff of professional, technical, clerical, and other employees in several sections in the implementation of executive office programs.

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Establishes program objectives, goals, and priorities; determines operating policies and implementation methods, within the context of overall executive office policies and guidelines.

Reviews progress and activity reports, assesses effectiveness of operations, and determines need for improvement.

Reviews legislative analysis and proposed legislation, and determines or recommends a position and course of action; interprets legislation to staff, other agencies and the public, assures conformance of executive office and operating policies, rules, guidelines, and procedures with legislative mandates.

Advises staff in the resolution of sensitive, complex, or precedent-setting situations; determines appropriate course of action, assigns responsibilities, and monitors actions and responses.

Directs and reviews research in such areas of program operations as management systems development, target audience needs assessment, and program evaluation.

Advises state officials at the highest level on a variety of issues, policies, programs, and executive initiatives.

Advises department directors, and governing boards or commissions of program accomplishments.

Generates public and staff confidence, interest, and participation in programs; motivates staff toward the accomplishment of program objectives; influences authorities on favorable actions regarding the program area.

Addresses citizens; groups, legislative committees, members of the press, and others regarding programmatic issues, as required.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

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

Knowledge of program planning, development, and evaluation methods.

Knowledge of fiscal planning and management.

Knowledge of public relations techniques.

Knowledge of state and federal legislative processes.

Knowledge of state government organization and functions.

Knowledge of federal, state, and local relationships as they impact on the operation of a major state department.

Ability to plan, direct, and coordinate program activities and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to analyze and appraise facts and precedents in making administrative decisions.

Ability to get to the source of a problem.

Ability to probe and obtain critical facts from many varied sources.

Ability to solve problems and make decisions based on the evidence at hand.

Knowledge of principles of administrative management and program planning.

Knowledge of state governmental organization and agency functions.

Ability to motivate and lead others in the accomplishment of a task.

Ability to formulate policies and procedures based on information from varied and complex sources and of a conceptual nature.

Ability and willingness to delegate assignments and responsibility.

Ability to determine where a task can most appropriately be accomplished, and to establish management controls for follow-up.

Ability to act alone, to make independent judgments or decisions, and to take the initiative in influencing events.

Ability to retain high levels of motivation, energy, interest, and enthusiasm for extended periods of time.

Ability to create a positive impression and to instill confidence.

Ability to work effectively with high-level government officials in federal, state, and local jurisdictions.

Ability to establish and maintain effective relationships with government officials, private industry leaders, professional personnel, and a variety of people of all management levels, under varied conditions.

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Ability to persuade and to negotiate.

Ability to present ideas effectively orally and in writing on a level of style, grammar, organization, and technical construction expected at a management level; ability to use clear and easily understandable expression.

**Working Conditions**

There are stressful conditions inherent in positions in this class.

All positions are established on a limited-term basis.

**Physical Requirements**

None.

**Education**

Possession of a bachelor's degree in any major.

**Experience**

Two years of experience as an Executive Office Advisor/Administrator or equivalent experience.

**Special Requirements, Licenses, and Certifications**

None.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

EXCOFCOFL

**Job Code Description**

Executive Office Official

**Position Title**

Executive Office Official

**Position Code**

EXCOFOFL

**Pay Schedule**

NERE-077P