

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**EXECUTIVE OFFICE SPECIALIST/MANAGER**

**JOB DESCRIPTION**

Employees in this job perform professional specialty and/or management assignments in the Executive Office under the direction of the Governor.

There is one classification in this job.

**Position Code Title – Executive Office Specialist/Manager**

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This is the specialist and managerial level. The employees perform a variety of highly complex professional specialty and/or management assignments in program evaluation/development, governmental relations, and/or public relations for the Executive Office. The work is performed under general administrative/executive direction.

**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.

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

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

Recommends criteria, standards, and guidelines to assess agencies' program structures and determines their compatibility with the objectives and priorities of the state.

Consults with state, local, and federal governments and other parties regarding the programs or service area.

Assesses the social, economic, political, operational, and organizational implications of existing and proposed policies and program decisions.

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

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Proposes, develops, and prepares policy materials.

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

Directs and/or participates in the establishment, administration, and evaluation of programs or services.

Coordinates research and analysis activities by scheduling work assignments, setting priorities, and directing the work of other Executive Office staff.

Supervises, reviews, and evaluates the work of staff responsible for program or service planning, analysis, evaluation, development, or implementation.

Serves as a technical advisor and liaison with industry, community groups, and/or governmental agencies.

Responds to media inquiries concerning the Governor's position on issues.

Responds to inquiries from the media and the public concerning activities in the Executive Office.

Evaluates public reaction to programs and issues.

Makes recommendations in areas of expertise.

Maintains records, prepares reports, and conducts correspondence relative to the work.

Performs related work as assigned.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Knowledge of methods of planning, developing, and administering programs.

Knowledge of legislative process.

Knowledge of research methods.

Knowledge of the functions and responsibilities of the Executive Office.

Knowledge of the principles of public relations.

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Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the need, preparation, and use of reports.

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

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

Ability to represent the Governor before legislative working relationships with legislators, state departments, and the public.

Ability to analyze programs needs and evaluate program performance.

Ability to analyze legal, social, and economic issues.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally.

Ability to communicate with others in writing.

Ability to work under stressful condition.

**Working Conditions**

There may be stressful conditions such as workloads and/or deadlines inherent in these positions.

All positions are established on a limited-term basis.

**Physical Requirements**

None.

**Education**

Possession of a bachelor's degree in any major.

**Experience**

Four years of experience equivalent to an Executive Office Representative.

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**Special Requirements, Licenses, and Certifications**

None.

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

**Job Code**

EXCOFCMGR

**Job Code Description**

Executive Office Specialist/Manager

**Position Title**

Executive Office Specialist/Manager

**Position Code**

EXCOFCMGR

**Pay Schedule**

NERE-112P

ECP Group NA  
Revised 6/1/06  
TeamLeaders