

State Transitional Manager– A Career Change Process for State Employees In Professional Manager Occupations

Q: Who is eligible?

Career, classified professional managerial employees with status. A “professional manager” is defined as a manager who supervises professional or non-professional employees as defined in the manager classification specification.

Q: What is the purpose of this process?

The State Transitional Manager process can be used to facilitate managerial employees’ career movement by allowing them to switch from one managerial classification to another without losing employment preference rights or, in most cases, pay.

Q: How does the State Transitional Manager process help employees?

The State Transitional Manager process can help employees change professional careers at an accelerated pace, without losing pay or employment preference rights. For example, an employee could switch careers from a Departmental Manager 14 to a Human Resources Manager 14. Without the State Transitional Manager process, the employee would have to have two years of experience as a Personnel Management Analyst 11 or one year of experience as a Personnel Management Analyst 12. The employee may lose pay and employment preference rights in the process.

Using the State Transitional Manager process, however, the Departmental Manager 14 would enter the new field as a State Transitional Manager 14. After completing one year of satisfactory service, the employee would be reallocated to the Human Resources Manager 14, and would have maintained their rate of pay and employment preference rights from the Departmental Manager 14 position throughout the entire training period.

Q: How does this process work?

The employee must possess the minimum educational, licensure, certification or registration requirements for the new classification and have status in a classified professional managerial classification. The employee applies for and is appointed to a position in the State Transitional Manager classification at the pay level of the position being departed.

After successfully completing the one year probationary period in the transitional manager classification, the employee may be reclassified to the new managerial classification at the same level as the previous managerial classification, or the employee will remain in the State Transitional Manager classification until the requirements for the new classification are met.

More on the State Transitional Manager Process . . . →

Q: What happens to pay?

Upon appointment, the employee maintains their current rate of pay if it is less than or equal to the maximum of the State Transitional Manager pay range or less than the maximum of the classification level to which the employee will be reclassified upon completion of the transition period. If the employee is paid more than the maximum of the State Transitional Manager pay range or more than the maximum of the classification level to which the employee will be reclassified, the employee is paid the lesser of the two rates.

Q: What would happen during a RIF?

In a Reduction in Force (RIF), an employee entering the State Transitional Manager classification from a classification with a higher employment preference level would maintain their employment preference rights from their former classification and level.

Q: Questions?

If you have questions about this information, or would like to schedule an appointment with one of our Lansing or Detroit Office career planning staff, call Civil Service Commission, Employment Information and Career Planning Services:

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