

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**STATE TRANSITIONAL MANAGER**

**JOB DESCRIPTION**

Employees in this job, under general or administrative supervision, work within general methods and procedures and exercise considerable independent judgment in selecting appropriate courses of action. The work requires knowledge of the policies, procedures, and regulations of the professional discipline, and knowledge of supervisory methods, personnel practices, and related management activities. This job is for transitional purposes to appoint current professional managerial employees to managerial positions in different professions. Employees retain their current employment preference level and rate of pay while being trained in a specific profession. After fulfilling a one-year probationary period, the employee will be moved to the specific managerial job and pay grade.

Employees will be placed in a job equal to the classification level of the position before the appointment. Upon appointment, the employee shall maintain their current rate of pay if it is less than the maximum of the State Transitional Manager pay range and less than the maximum of the profession to which the employee will ultimately be moved. If the employee is paid more than the maximum of the State Transitional Manager pay range or more than the maximum of the pay grade for the specific profession where the employee will be moved, the employee shall be paid the lesser of these two rates upon appointment.

During a reduction in force, employees entering from a job having a higher employment preference level shall retain their former employment preference.

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 – State Transitional Manager-1**

**State Transitional 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 – State Transitional Manager-2**

**State Transitional 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 nonprofessional positions in a standard work area receiving executive direction.

**Position Code Title – State Transitional Manager-3**

**State Transitional 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.

**Position Code Title – State Transitional Manager-4**

**State Transitional 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.

**Position Code Title – State Transitional Manager-5**

**State Transitional 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.

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

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

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

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.

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

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

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

Designs and implements methods for program review, evaluation, and cost analysis.

Proposes, develops, and prepares policy materials, operations manuals, forms, and other documents.

Performs related work as requested.

### **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, operating controls, records and reports, and studies applicable in the evaluation of programs or services.

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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 affirmative action policies, procedures, and resolutions.

Knowledge of equal employment opportunity practices.

Ability to instruct, direct, and evaluate employees.

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

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**

Review the job specification for the specific profession.

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**Physical Requirements**

Review the job specification for the specific classification to which the position will be reclassified.

**Education**

Review the job specification for the specific classification to which the position will be reclassified.

**Experience**

Status as a professional manager.

**Special Requirements, Licenses, and Certifications**

The employee must meet any licensure, certification, or registration requirements for the specific managerial profession upon completion of the one-year probation period.

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**  
STATRNMGR

**Job Code Description**  
State Transitional Manager

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
State Transitional Manager-1	STRAMGR1	NERE-078P
State Transitional Manager-2	STRAMGR2	NERE-078P
State Transitional Manager-3	STRAMGR3	NERE-078P
State Transitional Manager-4	STRAMGR4	NERE-078P
State Transitional Manager-5	STRAMGR5	NERE-078P