

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

SENIOR EXECUTIVE BUSINESS RELATIONSHIP ADMINISTRATOR

JOB DESCRIPTION

Senior Executive Business Relationship Administrator positions are part of the Senior Executive Service (SES) authorized and defined by Civil Service Commission Rule 4-7. Appointments are limited to a term not to exceed two years. Incumbents may be re-appointed to additional terms. Additional conditions of employment specific to the SES are addressed in the SES rule.

Employees in this job, under executive direction, develop and implement new approaches to Information Technology (IT) administration. The employee is required to plan and direct specific IT projects and initiatives and, in conjunction with divisional management staff, reviews and evaluates the work of IT and other personnel to ensure conformance to general guidelines, methods, techniques, policies and laws. Supervisory functions include approving leaves, conducting service ratings, counseling employees, suspending or dismissing employees, participating in employee grievance procedures and the hiring and training of personnel. Due to the critical or sensitive function of the division, the employee plays an active and ongoing role in the formulation and interpretation of department or agency policy. Positions in this classification typically direct professional and nonprofessional IT and other staff in the performance of work necessary to fulfill the mission of the Department of Technology, Management and Budget (DTMB).

There is one classification in this job.

Position Code Title - Senior Exec Bus Rel Admin

Senior Executive Business Relationship Administrator 17

The employee serves as a business relationship administrator (divisional administrative director) within DTMB Agency Services. The employee serves as a member of the department's IT policy advisory staff, committee or council and reports to a DTMB Executive.

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.

Plans, organizes, directs and controls the work activities of an IT divisional program.

Formulates current and long-range IT programs, projects, plans and policies for the IT divisional program.

Coordinates work by scheduling assignments and directing the work of subordinate supervisors and day to day service delivery to ensure a stable IT environment for client agencies.

Directs the revision of rules, regulations and procedures to meet changes in law, policy or technology.

Develops budget recommendations for IT capital outlay, personnel services, equipment and materials.

Analyzes the impact of federal, state and local legislation, prepares position statements, and presents testimony at hearings.

Ensures the use of standard project management methodology in the development, enhancement, and maintenance of information technology systems.

Evaluates, reviews, and approves requests for information systems hardware, software or services.

Develops long and short term goals for meetings and improving delivery of service to the client agency.

Provides system development resources to achieve project costs, schedule and performance requirements.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotions, identifies staff development needs and ensures that training is obtained; ensures that proper labor relations and conditions of employment are maintained.

Confers with officials of federal, state, and local agencies, legislators, governor's aides, professional organizations, and interest groups on matters relating to IT projects and initiatives.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

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

Extensive knowledge of federal, state, and local relationships that impact the operations of the department.

Extensive knowledge of IT products and systems.

Extensive knowledge of training and supervisory techniques.

Extensive knowledge of state government organization and functions.

Thorough knowledge of system development methods used for the development of new systems and enhancements to existing information systems.

Thorough knowledge of advanced concepts and basic operating principles of data communications and information systems hardware and software.

Thorough knowledge of advanced principles, theories, techniques and methods of information system analysis and programming.

Thorough knowledge of project management methodology and practices.

Thorough knowledge of data processing and data communications concepts and services.

Thorough knowledge of programming languages and techniques.

Thorough knowledge of computer monitoring systems, vendor-supplied packaged programs, macros, utilities and other highly technical programs.

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

Thorough knowledge of staffing requirements as to type, number and training necessary for the accomplishment of program goals.

Thorough knowledge of fiscal planning and management.

Thorough knowledge of labor relations and equal employment opportunities policies and procedures.

Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel and others.

Ability to conduct training and information sessions.

Ability to communicate effectively.

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor's degree in any major.

Experience

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Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Special Requirements, Licenses, and Certifications

None

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

SENIORBRA

Job Code Description

SENIOR EXECUTIVE BUSINESS RELATIONSHIP ADMINISTRATOR

Position Title

Senior Exec Bus Rel Admin

Position Code

SENBADM

Pay Schedule

NERE-071P

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07/17/2016