

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

SENIOR EXECUTIVE SERVICE

JOB DESCRIPTION

Employees in this job are part of the Senior Executive Service (SES) authorized and defined by Civil Service Commission Rule 4-6. 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.

There are seven classifications in this job.

Position Code Title - Senior Executive Asst Dpty Dir

Senior Executive Assistant (Deputy Director) 15

The employee in this job is responsible for advising and assisting with the direction of activities in major programmatic areas of a principal department or agency by participating in the formulation and implementation of policies and programs critical to the mission of the department or agency. The employee functions as an assistant to the deputy director of a principal department or agency or to the chief deputy director of a principal department.

Position Code Title - Senior Executive Assistant Dir

Senior Executive Assistant (Director) 16

The employee in this job is responsible for advising and assisting with the direction of activities in a principal department or agency by participating in the formulation and implementation of policies and programs critical to the mission of the department or agency. The employee functions as an assistant to the director of a principal department.

Position Code Title - Senior Policy Executive

Senior Policy Executive 18

The employee in this job is responsible for directing the activities of office-level programmatic areas of a principal department or agency by participating in the formulation and implementation of policies and programs critical to the mission of the department or agency. The employee functions as a member of the department's top policy advisory staff, committee, or council and reports directly to a chief deputy director or deputy department director.

Position Code Title - Senior Management Executive

Senior Management Executive 19

The employee in this job is responsible for directing the activities of bureau-level programmatic areas of a principal department or agency by participating in the formulation and implementation of policies and programs critical to the mission of the department or agency. The employee functions as a member of the department's top policy advisory staff, committee or council and reports directly to a state department director, chief deputy director, or deputy department director.

Position Code Title - Senior Deputy Director

Senior Deputy Director 20

The employee in this job is responsible for directing the activities of major programs in a principal department or agency by participating in the formulation and implementation of policies and programs critical to the mission of the department or agency. The employee functions as the classified deputy director of a principal department or agency and reports directly to a state department director, other deputy director, board, or commission.

Position Code Title - Senior Chief Deputy Director

Senior Chief Deputy Director 21

The employee in this job is designated by a principal department director as the sole Chief Deputy Director of the department. The position is responsible for directing the activities of all employees and programs in a principal department, with the exception of job functions that are legislatively mandated to be under the direction of the department director or approved by the State Personnel Director to be under other authority. The employee assists the department director in the formulation and implementation of policies and programs that are critical to the mission of the department. Agencies with more than 10,000 employees may establish additional Chief Deputy Directors with the approval of the State Personnel Director.

Position Code Title - Senior Director

Senior Director 22

The employee in this single position serves as the State Personnel Director reporting directly to the Civil Service Commission. The employee formulates and implements the policies and programs that are critical to the mission of the Commission.

NOTE: The duties below are not intended to fully describe any one position or to distinguish essential or nonessential job functions. Essential and position-specific job functions are found in the individual position descriptions.

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 principal state department, agency, region, bureau or office.

Formulates and establishes overall department policies, priorities, perspectives, and philosophy.

Confers with legislators, governor's aides, and officials of federal, regional, state, and local agencies, professional organizations, citizens, and special interest groups on matters relating to the department's mission, policy, and operation.

Directs the activities of departmental employees in the implementation of programs and policies.

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

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

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

Selects and assigns staff, assuring equal opportunity in hiring, promotion, and other employment practices; identifies staff development needs and assures that training is obtained; assures that proper labor relations and conditions of employment are maintained.

Reviews legislative analyses and proposed legislation and determines or recommends department position and course of action; interprets legislation to staff, other agencies, and the public; assures conformance of agency 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 Executive Office and governing boards or commissions of policy issues and program accomplishments.

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

Drafts statements, prepares reports, press releases, and speeches on program and policy issues.

Addresses citizen groups, legislative committees, members of the press, and others regarding program and policy issues.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Competencies-

Competencies are applied knowledge, skills, abilities, or behaviors that contribute to success in a job. They represent a blend of behavioral-based factors with traditional knowledge-based factors that are important to a particular job. The following list is not intended to cover all possible competencies, since functions and responsibilities will vary from position to position. Rather, they provide guidance for the development, expansion, and enhancement of position-specific requirements.

Strategic Vision: Includes knowledge of the nature and impact of applicable legislative, administrative, and regulatory requirements pertaining to strategic planning; knowledge of how strategic and change management planning relates to customer focus and budget formulation; and the ability to identify problems and potential concerns, to develop creative and innovative solutions and provide leadership, involving others in the decision-making process.

Resource and Program Management: Includes knowledge of the nature and impact of applicable legislation, administrative, and regulatory requirements pertaining to resource management; knowledge of the structure and management of appropriations and funds supporting the department's mission and programs; ability to implement management control and evaluation systems, and to use performance measurement to achieve objectives and results; and the ability to use management methods and systems to improve program effectiveness and customer service.

Human Resource Management: Includes knowledge of how human resource policies, procedures, and practices (e.g., reward and recognition systems) support the department's mission and functions; ability to engage in planning, recruitment, and selection to acquire and maintain a diverse and skilled work force; and the skill to delegate responsibility, build teams, and foster cooperation throughout the organization, and to optimize workforce potential to meet the department's strategic vision.

General: Includes knowledge of the basic mission of the principal department; ability to advocate positions, communicate ideas and information, and work effectively on teams in support of common objectives; and the ability to identify key internal and external contacts and maintain networks in support of departmental needs and interests, and the ability to generate understanding and support from the Executive Office, legislators, professional organizations, and governing boards or commissions.

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor's degree in any major.

Experience

Senior Executive Assistant (Deputy Director) 15, Senior Executive Assistant (Director) 16

Two years of professional, P11-level experience or one year of professional 12-level experience as a senior-level worker, a manager, or a staff/program specialist (includes administrative assistant) or equivalent.

Senior Policy Executive 18

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

Alternate Education and Experience

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement supervisory experience at the 15 level, may be substituted for the education and experience requirements.

Senior Management Executive 19

Two years of professional, managerial experience.

Senior Director 22, Senior Chief Deputy Director 21, Senior Deputy Director 20

Two years of experience as a director of a division.

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

SENIOREXC

Job Code Description

SENIOR EXECUTIVE SERVICE

Position Title

Senior Executive Asst Dpty Dir

Senior Executive Assistant Dir

Senior Policy Executive

Senior Management Executive

Senior Deputy Director

Senior Director

Position Code

SENXDEP

SENXDIR

SENPLEXC

SENMGEXC

SENDPDIR

SENRDIR

Pay Schedule

NERE-069P

NERE-070P

NERE-072P

NERE-073P

NERE-074P

NERE-075P

Senior Chief Deputy Director

SECHDEP

NERE-116P

JZ

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