

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

STATE ASSISTANT ADMINISTRATOR

JOB DESCRIPTION

Employees in this job assist ECP Group 4 executives in directing departmental programs and carrying out departmental missions. The employee participates in the development and implementation of policies and programs for state agencies. The employees have access to confidential information and exercise discretionary power and judgment within the context of general agency policy to determine actions taken in carrying out agency missions. All ECP Group 4 positions must be designated by the Appointing Authority and accepted by Civil Service.

There is one classification in this job.

Position Code Title - State Assistant Administrator

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The employee functions as a program, staff or administrative assistant to the director, chief deputy director, deputy director, bureau director (or equivalent), or major office director within a principal department, or functions as chief executive officer of a board or commission within a principal department. The employee may supervise subordinate staff.

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.

Participates in the design, implementation, and evaluation of agency programs as assigned by the director, deputy director, bureau director, board, or commission.

Prepares reports evaluating the impact, efficiency, and effectiveness of programs.

Transmits the director's, chief deputy director's, deputy director's, bureau director's, board's, or commission's views and desires to supervisors within the department for implementation.

Monitors program operations, and identifies and reports potential and actual problem areas to the director, deputy director, bureau director, board, or commission.

Reviews drafted legislation, federal guidelines, newspapers, periodicals, and other pertinent sources to keep abreast of general developments and emergent issues related to the program areas.

Drafts statements, press releases, and speeches for the director, deputy director, bureau director, board, or commission on programmatic issues.

Reviews legislative proposals for impact on agency, board, or commission programs and policies, and recommends positions or course of action.

Represents the director's, deputy director's, bureau director's, board's, or commission's viewpoint in meetings with agency staff, legislators, citizens, and special interest groups.

Develops criteria and measures the effectiveness of programs in meeting policies as assigned; recommends program changes.

Conducts special studies and makes recommendations concerning organizational design and development, and overall agency, board, or commission policy, perspective, or philosophy.

Participates in the design, implementation, and monitoring of internal management reporting systems.

Participates in agency budget preparation.

Studies agency staffing needs and recommends training and recruitment activities as necessary.

May supervise subordinate staff in the performance of the assigned job functions.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, and reporting.

Considerable knowledge of program planning, development, and evaluation methods.

Considerable knowledge of fiscal planning and management.

Considerable knowledge of public relations techniques.

Some knowledge of staffing requirements and training necessary for the accomplishment of agency goals.

Some knowledge of labor relations, fair employment practices, and equal employment opportunity.

Some knowledge of state and federal legislative processes.

Some knowledge of state government organization and functions.

Some knowledge of federal, state, and local relationships as these impact on the operation of a major state department.

Ability to analyze and appraise facts and precedents in making administrative decisions to get to the source of a problem and to probe and obtain critical facts from varied sources.

Ability to recommend policies, procedures, and problem resolutions, based on evidence and knowledge of the administrator's, board's, or commission's viewpoint.

Ability to plan, develop, and evaluate programs.

Ability to motivate and lead others in the accomplishment of a task.

Ability to present ideas effectively at a level of style, grammar, organization and technical construction expected at a management level.

Ability to establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels.

Ability and willingness to delegate assignments, authority, and responsibility, to determine where a task can most appropriately be accomplished, and to establish management controls for follow-up.

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor's degree in any major.

Experience

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Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

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

STASTADM

Job Code Description

STATE ASSISTANT ADMINISTRATOR

Position Title

State Assistant Administrator

Position Code

STASTADM

Pay Schedule

NERE-060P

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08/09/2020