

Additional directions for entering a CS-129 Manager Establishment/Activate or Reclassification Request

1. Check the **Yes** box for Manager Position and click Continue.

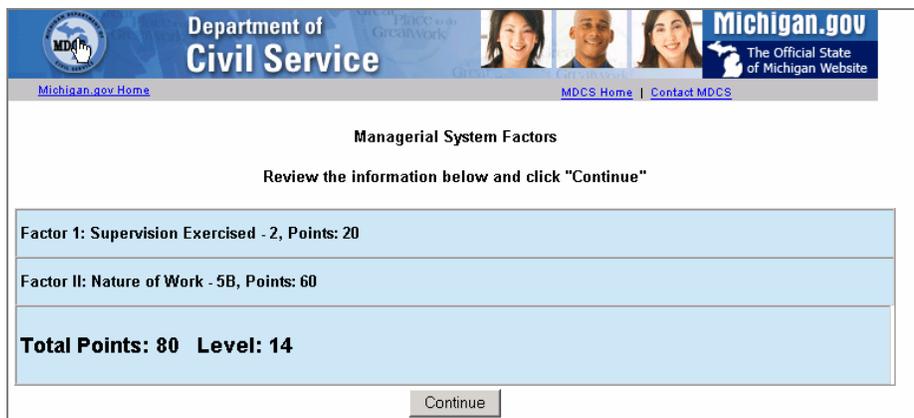


The screenshot shows the Michigan Department of Civil Service website. The header includes the MDCS logo, the text 'Department of Civil Service', and the Michigan.gov logo with the tagline 'The Official State of Michigan Website'. Below the header, there are links for 'Michigan.gov Home', 'MDCS Home', and 'Contact MDCS'. The main content area contains the instruction: 'If establishing or reclassifying a manager or specialist position, click in the appropriate checkbox'. Below this, there are two rows of checkboxes:

Specialist Position?	Yes <input type="checkbox"/>
Manager Position?	Yes <input checked="" type="checkbox"/>

At the bottom of the form is a 'Continue' button.

2. Select "Type of Supervision" and click **Calculate Points and Continue**.
3. Select "Nature of Work" and click **Calculate Points and Continue**.
4. Verify the Total Points and Level and click **Continue**.



The screenshot shows the Michigan Department of Civil Service website. The header is the same as in the previous screenshot. The main content area is titled 'Managerial System Factors' and contains the instruction: 'Review the information below and click "Continue"'. Below this, there are three rows of information:

Factor I: Supervision Exercised - 2, Points: 20
Factor II: Nature of Work - 5B, Points: 60
Total Points: 80 Level: 14

At the bottom of the form is a 'Continue' button.