

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

STATE ADMINISTRATIVE MANAGER

JOB DESCRIPTION

Employees in this job assist in planning and directing a specialized area of the departmental mission. Under the supervision of a division or office administrator or higher level executive, the employee manages one or more agency-designated, Group 4 sections (work areas that include two or more professional employees with less than divisional or office standing), functions as an overall assistant director of a divisional or office program, or functions as a limited assistant director of a major office. The employee works within general policies and procedures and exercises considerable independent judgment in assisting in developing and implementing new approaches to departmental administration. The employee assists in the planning and directing of specific departmental activities and, in conjunction with management staff, reviews and evaluates the work of program personnel to ensure conformance with general guidelines, methods, techniques, policies, and laws. Supervisory functions include approving leaves, conducting service ratings, counseling and disciplining employees, participating in employee grievance procedures, and the hiring and training of personnel. All ECP Group 4 positions must be designated as such by the Appointing Authority and approved by Civil Service.

There are two classification levels in this job.

Position Code Title - State Administrative Manager-1

State Administrative Manager 15

The employee functions as an administrative manager of one or more agency-designated, Group 4 sections (work areas with less than division or office standing) and reports to a division, office, bureau, or senior deputy director.

Position Code Title - State Administrative Manager-2

State Administrative Manager 16

The employee functions as (1) an administrative manager of one or more agency-designated, Group 4 sections (work areas with less than division or office standing) and reports to a department director; (2) an overall assistant director of a divisional or office program; or, (3) a limited assistant director of a major office. A limited assistant is distinguished from an administrative manager by the number of sections reporting to it (3 or more) and is assigned executive assistant duties for the office director. (An office structure may not include both an overall assistant—at the 17 level—and limited assistants.)

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 a Group 4 program.

Formulates current and long-range programs, plans, and policies for a Group 4 program.

Coordinates work by scheduling assignments and directing the work of subordinate supervisors.

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

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

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

Conducts staff meetings and conferences with assistants to discuss operating problems, organization, budgetary matters, personnel matters, technical problems, and the status of programs and projects.

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 the program.

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

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 a department.

Extensive knowledge of current literature in the field.

Extensive knowledge of training and supervisory techniques.

Extensive knowledge of employee policies and procedures.

Thorough knowledge of state government organization and functions.

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

Thorough knowledge of methods of planning, developing, and administering programs.

Thorough knowledge of fiscal planning and management.

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

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

Thorough knowledge of public relations techniques.

Ability to instruct, direct, and evaluate employees.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to analyze and appraise facts and precedents in making administrative decisions.

Ability to formulate policies and procedures based on information of a conceptual nature from varied and complex sources.

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

Ability to communicate effectively.

### Working Conditions

None

### Physical Requirements

None

### Education

Possession of a bachelor's degree in any major.

### Experience

#### State Administrative Manager 15

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

#### State Administrative Manager 16

Five years of professional experience, including two years equivalent to a specialist or manager at the 13-level or higher.

### Alternate Education and Experience

#### State Administrative Manager 15

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

#### State Administrative Manager 16

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 experience at the 15 level, may be substituted for the education and experience requirements.

### 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

DEPDIVADM

#### Job Code Description

STATE ADMINISTRATIVE MANAGER

#### Position Title

State Administrative Manager-1

State Administrative Manager-2

#### Position Code

STDDADM1

STDDADM2

#### Pay Schedule

NERE-060P

NERE-061P

JZ

12/04/2012