

Professional Managerial Ranking System
Michigan Civil Service Commission
Group Three
Professional Managerial Position Evaluation System
Revised June 1, 2018

This evaluation system is designed to determine the appropriate level for most professional managerial positions in the Group 3 of the Equitable Classification Plan. This system evaluates professional positions with less than division-level status that supervise at least one professional or equivalent subordinate position or two or more nonprofessional subordinate positions. Positions in certain professional managerial classifications may be allocated by Civil Service approved alternative standards described in the specifications for the classification (i.e., Physicians, Administrative Law Examiners, etc.).

Factor I - Supervision Exercised

This factor measures the type and level of supervision exercised. For this factor evaluation, professional positions are defined as those positions, which require an incumbent to possess a bachelor's degree or higher as stated in the Civil Service job specifications. Only non-professional positions/subordinates allocated at the ECP 11 level or higher are considered equivalent to professional position for the purposes of this factor rating.

Factor II - Nature of Work

This factor measures the nature of work being performed by rating the complexity of the work, the impact the work has on other programs, the nature of the guidelines available to carry out the work, and the type of direction received by the position.

Structural Limitations on Managerial Concept Applications

The highest level of management must be evaluated first and the lower levels evaluated in descending order. This is because a superior position must equal or exceed the rating of a subordinate position on both the complexity and direction received factors. To do otherwise, could result in a subordinate position being at the same level as its supervisor.

Scoring and Evaluation

Add the points given on Factors I and II and determine the managerial positions level using the table below:

Total Points	ECP Level
50	12
60/70	13
80/90	14
100	15
>120	16

FACTOR I - Supervision Exercised

ELEMENT	LEVEL/TYPE OF SUPERVISION	POINTS
1	Direct supervision over two or more non-professional subordinate positions or one professional or equivalent* subordinate position.	10
2	Direct supervision over two or more professional or equivalent* subordinate positions.	20
3	Second-line supervision of professional or equivalent subordinate positions through first-line professional managers. OR Direct supervision over one or more professional or equivalent subordinate positions and second-line supervision of professional or equivalent subordinate positions through one first-line manager.	40
4	Third-line supervision of professional or equivalent subordinate positions through second-line professional managers. OR Direct supervision over one or more professional or equivalent subordinate positions and third-line supervision of professional or equivalent subordinate positions through one second-line professional manager.	60
5	Fourth-line supervision of professional or equivalent subordinate positions through third line-professional managers. OR Direct supervision over one or more professional or equivalent subordinate positions and fourth-line supervision of professional or equivalent subordinate positions through one third-line professional manager.	80

*Only nonprofessional positions/subordinates allocated at the ECP 11-level and above are considered equivalent to professional positions for the purposes of this factor rating.

FACTOR II - Nature of Work

Direction Received and Guidelines	Complexity and Impact of Operation	Work is standardized in nature and usually involves functions with some impact on other programs. A	Work is complex in nature and usually involves functions with major impact on other programs. B
5	Direction received or guidelines are generally defined or available. Work methods are determined in accordance with general methods, procedures, and policies. Considerable independent judgment is needed to adapt and apply these methods, procedures, and policies to specific situations, typically under the direction of a manager or administrator.	40	60
6	Direction received and guidelines are generally very limited. Work methods are determined in accordance with broad departmental policies. Extensive independent judgment is needed to adapt these policies and to develop and implement new approaches to business and administration activities, typically under the direction of an executive.	60	80

Professional Managerial Concept Chart

ECP LEVEL	CONCEPTS
12	Manager of one professional or two or more non-professionals in a standard work area.
13	A. Manager of two or more professionals in a standard work area.
	OR
	B. Manager of one professional or two or more non-professionals in a complex work area.
	OR
	C. Manager of one professional or two or more non-professionals in a standard work area receiving executive direction.
14	A. Manager of professionals in a complex work area.
	OR
	B. Manager of professionals in a standard work area receiving executive direction.
	OR
	C. Second-line manager of professionals in a standard work area.
	OR
	D. Manager of one professional or two or more non-professionals in a complex area receiving executive direction.
15	A. Manager of professionals in a complex work area receiving executive direction.
	OR
	B. Second-line manager of professionals in a complex work area.
	OR
	C. Second-line manager of professionals in a standard work area receiving executive direction.
	OR
	D. Third-line manager of professionals in a standard work area.
16	A. Second-line manager of professionals in a complex work area receiving executive direction.
	OR
	B. Third-line manager of professionals in a complex work.
	OR
	C. Third-line manager of professionals in a standard work area receiving executive direction.
	OR
	D. Fourth-line manager of professionals in a standard work area.