# POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<table>
<thead>
<tr>
<th>2. Employee's Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TREASURY CENTRAL PAYROLL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Employee Identification Number</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget and Information Technology Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
<th>10. Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Division Administrator 17</td>
<td>IT Business Integration and Project Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>11. Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PERUCHIETTI, CINDY E; STATE BUREAU ADMINISTRATOR 18</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
<th>13. Work Location (City and Address)/Hours of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAXTON, THOMAS F; SENIOR CHIEF DEPUTY DIRECTOR 21</td>
<td>Lansing, MI 48922 / 8 - 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14. General Summary of Function/Purpose of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>This position oversees the activities of the Project Management Division of the Bureau. This position is responsible for the oversight and direction of operations for the changes to our integrated tax system, critical IT projects and all other IT related projects impacting the Department of Treasury. This position works in conjunction with the Bureau Director and the Treasury SAP governance structure and vendors to monitor, test, evaluate and report out on the business needs, operating policies and rules necessary to maintain, update and improve Treasury's IT systems. This position will act as a liaison with DTMB Agency Services staff and DTMB Enterprise staff to oversee the communication of business needs and assist in the communication to business areas on the status on all changes to Treasury systems affecting them. This position will also assist with the implementation of a strategic change management plan for all IT projects assigned to the Division.</td>
</tr>
</tbody>
</table>
15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:** Percentage: 50

Assure that Departmental project management, best practice testing procedures, and change management oversight is provided for all information technology projects assigned to the Division.

**Individual tasks related to the duty:**

- Direct the project management activities of division staff in the implementation of all assigned IT projects.
- Direct the IT testing plans for all assigned information technology projects.
- Work with the Departmental business areas to assure that both IT and business needs are being met in all assigned IT projects.
- Oversee and coordinate with assigned staff on all change management, communications and training efforts required for each project.
- Assure that each project begins with a business process review to determine current and future state prior to project planning.
- Work with the business areas to develop appropriate project work plans and time lines.
- Evaluate and monitor changes to program operating policies, processes, business rules, forms, and procedures, in consultation with all business areas impacted by IT projects assigned to the Division.
- Work to ensure the success of all information technology projects assigned.
- Work to minimize customization of COTS solutions.
- Oversee the completion of project estimates.
- Oversee the completion of all statements of work required for all information technology projects.
- Oversee the budget and timeline of all projects to assure that we stay within approved parameters.
- Oversight of the Testing Division and the testing plans for all projects.

**Duty 2**

**General Summary:** Percentage: 10

Oversight of all Division staff and administrative functions.

**Individual tasks related to the duty:**

- Assure that proper labor relations and conditions of employment are maintained.
- Assure that staff is selected and assigned, assuring equal opportunity in hiring, promotion, and other employment practices.
- Oversee a system to establish, direct and coordinate a planning process to set work objectives, adjust work objectives, monitor progress and performance and evaluate performance.
- Create and sustain an atmosphere which supports a team approach to planning and setting work objectives, which affect the entire division and objectives that affect specific programs.
- Assure that identification of staff development needs is completed and assure that adequate training is obtained and supported.
- Provide opportunities for networking and communication to all staff to communicate effectively with business areas affected by information technology projects.
- Assure that staff are trained and efficient with communications, change management, and training skills where applicable.
- Assure the evaluation and measurement of individual staff performance against established criteria. Assure that employee evaluations reflect the goals of the Department as well as the goals and metrics set by the Bureau and Division.

**Duty 3**

**General Summary:** Percentage: 20

Oversee all communications, change management and training needs related to all assigned projects.

**Individual tasks related to the duty:**

- Work in conjunction with the Continuous Improvement and Engagement Division to assure that change management planning is part of all critical projects.
- Work to assure that a business process review is completed for all critical projects prior to planning.
- Assure that a feasibility study is completed for all critical projects to determine the options available for the migration of the technology.
- Assist the Communications staff with the issuance of periodic newsletters and other information related to project status.
- Keep business areas informed of project status through a strategic meetings and updates.
- Assure adequate testing staff is available and trained appropriately.
Duty 4
General Summary: Percentage: 10
Oversee the development and the maintenance of the IT Strategic Plan as it relates to legacy system replacement for the Department, SAP Governance Structure, DTMB mandated projects, and all information technology needs for the Department.
Individual tasks related to the duty:
• Review new technologies and advancements for consideration by the department.
• Perform an annual review of the IT Strategic Plan for legacy replacement to assure it is up to date.
• Work in concert with DTMB Agency Services to measure the impact of all mandatory projects on existing approved projects in flight or planned.

Duty 5
General Summary: Percentage: 5
Act as an information source for the SAP Governing Board and the SAP Leadership Team on all critical IT projects.
Individual tasks related to the duty:
• Report out to the SAP Governing Board and SAP Leadership Team as required

Duty 6
General Summary: Percentage: 5
Other duties as assigned.
Individual tasks related to the duty:
• Special projects and duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.
Day to day project decisions within scope for budget and timeline.
Staff resource allocation

17. Describe the types of decisions that require the supervisor’s review.
Decisions outside of existing project scope for budget and timeline.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.
Standard office related responsibilities.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.
Additional Subordinates
Executive Secretary E10 - To Be Established Departmental Manager 14 - To Be Established Departmental Manager 14 - To Be Established

20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):
Y Complete and sign service ratings.
Y Assign work.
Y Provide formal written counseling.
Y Approve work.
Y Approve leave requests.
Y Review work.
Y Approve time and attendance.
Y Provide guidance on work methods.
Y Orally reprimand.
Y Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?
Yes.

23. What are the essential functions of this position?
This position is responsible for the oversight and direction of operations for the changes to our integrated tax system, critical IT projects and all other IT related projects impacting the Department of Treasury. This position works in conjunction with the Bureau Director and the Treasury SAP governance structure and vendors to monitor, test, evaluate and report out on the business needs, operating policies and rules necessary to maintain, update and improve Treasury's IT systems. This position will act as a liaison with DTMB Agency Services staff and DTMB Enterprise staff to oversee the communication of business needs and assist in the communication to business areas on the status on all changes to Treasury systems affecting them. This position will also assist with the implementation of a strategic change management plan for all IT projects assigned to the Division.

24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.

Due to the establishment of a governing process over IT projects utilizing various boards, this position will have less policy decision-making authority and will be changed to Group 4, rather than SES.

25. What is the function of the work area and how does this position fit into that function?

This position is responsible for the oversight and direction of operations for the changes to our integrated tax system, critical IT projects and all other IT related projects impacting the Department of Treasury and is part of the Bureau of Budget and Information Technology Management, working on department-wide projects and high-level decisions.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:
Possession of a bachelor’s degree in any major.

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

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of the mission of Treasury and IT processes within the State of Michigan. Ability to communicate effectively across a variety of media.

CERTIFICATES, LICENSES, REGISTRATIONS:
None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

-------------  ----------------
Supervisor  Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

SONYA CARTER  2/9/2016
-------------  ----------------
Appointing Authority  Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

-------------  
Employee  Date