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.

### 2. Employee's Name (Last, First, M.I.)

### 3. Employee Identification Number

### 4. Civil Service Position Code Description

State Administrative Manager-1

### 5. Working Title (What the agency calls the position)

State Administrative Manager

### 6. Name and Position Code Description of Direct Supervisor

SEARLES, ANN M; STATE OFFICE ADMINISTRATOR

### 7. Name and Position Code Description of Second Level Supervisor

SEHLMEYER, KEVIN J; SENIOR MANAGEMENT EXECUTIVE

### 8. Department/Agency

LICENSING AND REGULATORY AFF

### 9. Bureau (Institution, Board, or Commission)

Bureau of Fire Services

### 10. Division

### 11. Section

Marijuana Section

### 12. Unit

### 13. Work Location (City and Address)/Hours of Work

3101 Technology Blvd. Lansing, MI / Monday - Friday, 8am - 5pm

### 14. General Summary of Function/Purpose of Position

This position is responsible for the overall direction of the agency designated group four Marijuana section for medical and adult use marijuana in the Bureau of Fire Services (BFS). This section is responsible for ensuring that medical and adult use marijuana facilities and businesses located in the state are in compliance with the applicable fire safety codes, standards and various state laws, rules and regulations. This position will also work with the Marijuana Regulatory Agency (MRA) to coordinate inspections.
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**

<table>
<thead>
<tr>
<th>General Summary</th>
<th>Percentage: 65</th>
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Provide overall direction and management of the Fire Safety Inspection and Plan Review for Medical and Adult Use Marijuana.

**Individual tasks related to the duty:**

- Plan, organize, direct and control assignments, set priorities and direct the work of subordinates in accordance with general guidelines and knowledge of section and bureau procedures and goals.
- Conducts staff meetings to discuss operational goals and objectives, organization, technical problems and issues, and the status of inspections and plan reviews.
- Develops personnel services, equipment and materials budget recommendations for Marijuana section.
- Maintains records, prepares reports and composes correspondence relative to the work.
- Evaluate and verify employee performances through review and metrics of completed assignments and workflows.
- Provide technical assistance and advice/guidance to employees on inspections and plan reviews.
- Assure proper labor relations and conditions of employment are maintained.
- Evaluate inspection reports and plan reviews for code compliance.
- Interpret the Act and Rules for medical and adult use marijuana.

**Duty 2**

<table>
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<tr>
<th>General Summary</th>
<th>Percentage: 15</th>
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Provide administrative direction and management to the professional and support staff of the Fire Safety Inspection section and Plan Reviewers for Medical and Adult Use Marijuana.

**Individual tasks related to the duty:**

- Interview and select inspectors, plan reviewers and clerical staff, assuring equal opportunity in hiring and promotion. Plan and conduct or direct appropriate training of new employees. Plan and conduct or direct in-service training, as needed.
- Monitor performance of subordinates through review of work product, reports, and statistical data. Monitor and adjust inspections and plan review caseloads and activities to assure that statutorily mandated timelines are met. Determine and assign priorities.
- Approve use of leave time by staff, counseling and disciplining employees as needed or directed and participate in employee grievance procedures.
- Conduct annual performance service ratings of employees and institute corrective measures if needed.

**Duty 3**

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<tr>
<th>General Summary</th>
<th>Percentage: 10</th>
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</table>

Serve as staff advisor to the Deputy Director and State Fire Marshal in meetings with the Bureau, staff, legislators, general public and interest groups regarding medical and adult use marijuana. Assist MRA and the SFM with legislation that impacts the regulatory and processes for medical and adult use marijuana. Serve as staff advisor and direct and advise on rules necessary to implement changes as provided by statutes.

**Individual tasks related to the duty:**

- Work to establish long- and short-term goals that impact the Bureau legislatively.
- Develop plans and make recommendations for necessary changes to rules and statute to achieve goals of Bureau to protect the safety health and welfare of Michigan customers.
- Direct staff as needed to assist with setting goals, recommendations and objectives to achieve the goals of the Bureau.

**Duty 4**

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<tr>
<th>General Summary</th>
<th>Percentage: 10</th>
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</table>
Other duties as assigned

Individual tasks related to the duty:

- Develop short-term and long-term operating goals and objectives.
- Develop, implement, and maintain program performance measure systems to effectively measure efficiency and effectiveness of program areas.
- Identify key performance indicators to be tracked, collect data, analyze, and make changes as appropriate.
- Attend and actively participate in section and bureau-level staff meetings.
- Participate in training programs as required by Deputy Director or Bureau Director.
- Develop annual performance goals and objectives in collaboration with Deputy Director.
- Participate in regular evaluations of progress with the Deputy Director to obtain feedback regarding performance.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Independent decisions are made in the development, design and evaluation of program and in assuring the accuracy of work product produced by staff. Independent decisions are made regarding prioritization of work, delegation of duties to subordinates, determining if a situation falls within the normal interpretation of policy and procedure or if it is a circumstance needing direction from the Deputy Director or Bureau Director.

17. Describe the types of decisions that require the supervisor's review.

When impact of policy or procedure change will be precedent setting and will affect other Bureau or Department policies or procedures. Decisions that will result in major organizational change; may involve politically sensitive situations and may result in negative consequences for the Department.

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 environment. Some travel may be required. This position requires the ability to work under stressful conditions of pressure to meet deadlines and statutory regulations and requirements. Considerable time is spent working on a computer, writing, resulting in eyestrain and possible ergonomic issues.

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.

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASS TITLE</th>
<th>NAME</th>
<th>CLASS TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAILIDE, ADAM A</td>
<td>BUILDING CONSTRUCTION SUPT-A 12</td>
<td>HAGER, JOHN F</td>
<td>FIRE SAFETY INSPECTOR-E E10</td>
</tr>
<tr>
<td>BRADFORD, JAMES L</td>
<td>FIRE SAFETY INSPECTOR-E E10</td>
<td>DOVE, PAUL L</td>
<td>FIRE SAFETY INSPECTOR-E E10</td>
</tr>
</tbody>
</table>

Additional Subordinates

Vacant Building Construction Project Superintendent

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.                   |
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?

Responsible for the overall direction of the Fire Safety Inspectors and Plan Reviewers for medical and adult use marijuana in BFS. The fire safety inspectors are responsible for inspecting medical and adult use facilities to make sure they are up to code and completing reinspection’s. The plan reviewers for medical and adult use marijuana evaluate architectural plans to make sure they meet code. This position is responsible for monitoring, evaluating, and providing direction for assigned inspections and plan reviews to ensure timely completion.

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

New position

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

This section is responsible for all inspections and plan reviews for medical and adult use marijuana facilities.

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:

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.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of state and federal laws and legislative processes related to the work.

Extensive knowledge of current literature in the field.

Extensive knowledge of employee policies and procedures.

Excellent communication skills, both verbal and written.

Ability to assess, evaluate and analyze programs and processes, compile information and articulate concisely.

Ability to manage multiple projects simultaneously.

Ability to interpret complex rules and regulations.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

N/A

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

AMANDA SATKOWSKI

6/18/2019

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