

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Deputy Director

GRADE: 9

REPORTS TO: Director

POSITION SUMMARY: This is an at-will, non-partisan position. The Deputy Director is responsible for the operation of all aspects of their assigned unit. This includes, but is not limited to, monitoring the performance and work products of Fiscal Analysts and clerical personnel within the unit to ensure timeliness, analytical integrity, and overall quality of written products and oral presentations. The Deputy Director is also responsible to Agency employees to address problems they may encounter in the performance of their assigned duties.

The Deputy Director assists the Director in advising House leadership on budget, economic, and revenue issues. Participates in target negotiations.

The Deputy Director serves as advisor to the Director. This includes assisting in goal setting, planning, and identifying potential problems within and outside the Agency.

The Deputy Director carries out Agency policy as articulated by the Director and contained in Agency policies and procedures.

PRINCIPAL ACCOUNTABILITIES: In addition to fulfilling the responsibilities of a Senior Analyst, the Deputy Director is required to:

1. Monitor, review, and evaluate written work products of Fiscal Analysts including analyses of legislation and administrative rules, memoranda, letters, subcommittee decision documents, and other written materials provided to members of the legislature and the public.
2. Coordinate and monitor the unit portion of all Agency-wide projects to ensure consistency, quality, and adherence to deadlines.
3. Evaluate the performance of employees within the unit and make appropriate recommendations to the Director.

4. Redistribute assignments of Fiscal Analysts in the event of an unplanned absence of a member of the unit.
5. Provide for necessary instruction, training, and assimilation of new employees within a unit.
6. Interview and recommend to the Director potential candidates for employment within the Agency.
7. Monitor and approve/deny annual leave requests.
8. In an effective and timely manner, communicate with the members of the unit to keep them up to date on issues, projects, and information pertaining to the Agency's work.
9. Undertake special assignments at the request of the Director.

JOB QUALIFICATIONS: Bachelor's degree, with preference for Master's degree in economics, public administration, government finance or other appropriate field of study. Must exhibit strong management, supervisory, and communication skills including the expertise and ability to evaluate the overall performance of employees in his/her unit.

The individual must possess basic research, analytical, and statistical skills and have a thorough knowledge of State budget policies and procedures.

NOTE: This position description is not intended to be inclusive of all employee duties and responsibilities. These may change at the discretion of the director or his/her designee.