

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TECH, MGMT AND BUDGET - MB
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Michigan Center for Data and Analytics
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Privacy and Compliance Analyst	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> VACANT; STATE DIVISION ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> POWELL, SCOTT R; SENIOR MANAGEMENT EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> Lansing, MI / Monday - Friday; 8:00 am - 5:00 pm
<b>14. General Summary of Function/Purpose of Position</b> This position serves as the primary and compliance analyst for the Michigan Center for Data and Analytics (MCDA). This position fosters MCDA research partnerships and projects while ensuring compliance with federal and state statutes. This position supports the chief privacy officer in the implementation of the statewide data privacy program.	

**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: 60**

Foster MCDA research partnerships and projects while ensuring compliance with federal and state statutes.

**Individual tasks related to the duty:**

- Establish and administer the process by which MCDA grants data access to external research entities.
- Review proposed research projects for stakeholder value. Support the chief privacy officer in ensuring compliance with federal and state statutes.
- Monitor and analyze research environment activity for continued compliance.
- Conduct regular meetings with state agency partners and external stakeholders on the status of proposed and ongoing research projects.
- Evaluate the operational needs of the MCDA research environment and recommend potential solutions.
- Serve as liaison to state agency partners to better understand state programs and propose new projects that would bring value to stakeholders.
- Develop, implement, and maintain a communication plan for state agency and external stakeholders on data integrations. Communications may include stakeholder notifications, briefings, workshops, executive updates, and announcements.

**Duty 2**

**General Summary:**

**Percentage: 35**

Support the chief privacy officer in the implementation of the statewide data privacy program.

**Individual tasks related to the duty:**

- Collect and analyze data necessary to evaluate the statewide data privacy program.
- Design and conduct surveys to monitor the development and implementation of privacy plans in state agencies.
- Develop and prepare all materials for data privacy training.
- Serve as the MCDA liaison with state agencies in the development and execution of privacy plans.
- Attend all Strategic Data Leadership privacy subcommittee meetings, preparing agendas and presentation materials for the chief privacy officer.

**Duty 3**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

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

Independent judgment is exercised in all aspects of analysis.

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

- Decisions that involve issues of a sensitive or political nature.
- Decisions that affect other department or center staff.
- Issues regarding workload, due dates, or priorities.

**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 out-of-state and in-state travel is required.

**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**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> 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?

This position serves as the primary and compliance analyst for the Michigan Center for Data and Analytics (MCDA). This position fosters MCDA research partnerships and projects while ensuring compliance with federal and state statutes. This position supports the chief privacy officer in the implementation of the statewide data privacy program.

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?

The Michigan Center for Data Analytics enhances and promotes evidence-based decision making across state government through advanced research and analytics. This dedicated center, housed within the Department of Technology, Management & Budget, provides Michigan with the expertise to analyze large datasets, understand challenges, and evaluate solutions. The center is led by the state's chief data officer, who is also responsible for initiatives around data sharing, open data, and privacy. The center is also the official source for the state's labor market and population data. The Labor Market Information division produces Michigan employment, occupation, and industry data through our partnerships with U.S. Department of Labor. The state demographer's team analyzes Michigan's changing population size and structure and manage the state's relationship with the U.S. Census Bureau.

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:**

**Departmental Analyst 9**

No specific type or amount is required.

**Departmental Analyst 10**

One year of professional experience.

**Departmental Analyst P11**

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

**Alternate Education and Experience**

**Departmental Analyst 9 - 12**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong ability to plan, direct and coordinate information on programs.
- Effective oral and written communication skills including ability to lead diverse stakeholder groups while building strong, collaborative relationships.
- Knowledge of federal and state laws and legislative processes related to the work.

**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.

N/A

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

STACI ERICKSON

10/24/2024

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