

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. DEPTALTE
-------------------------------------

## 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> ENVIRON, GREAT LAKES & ENERGY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Finance Division
<b>5. Working Title (What the agency calls the position)</b> Departmental Analyst - WIFS Grants	<b>11. Section</b> Water Infrastructure Funding and Financing Section (WIFFS)
<b>6. Name and Position Code Description of Direct Supervisor</b> HARDISTY, LEANNE H; DEPARTMENTAL MANAGER-2	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BEAUCHAMP, DAN T; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> Office TBD / Monday-Friday, 40 hrs per week

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

This position will function as a departmental analyst within the Water Infrastructure Funding and Financing Section, assisting with grant administration. This position performs work related to coordinating water infrastructure project funding and administering and evaluating grant program policies and procedures to ensure program needs are met both within the Division and in communities receiving the grants. This position coordinates with applicants/communities throughout the state and with divisions within EGLE to ensure grant program success. This position will research and develop processes to support infrastructure funding programs through research, analysis, and preparation of documents. Additional position functions include collecting and maintaining data, records, surveys, and developing plans of action for current and new infrastructure funding programs.

**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: 70**

Administer water infrastructure grant programs, design/update forms, recommend grant policies, and coordinate with internal and external stakeholders.

**Individual tasks related to the duty:**

- Review grant documents including applications, invoices, and back-up documentation submitted by grantees.
- Design and create grant forms.
- Recommend grant policies.
- Prepare reports and tracking documents.
- Coordinates with divisions and external stakeholders on project needs/permits/other funding sources.
- Coordinates with applicants on funds disbursed, including ensuring submission of status reports, resolve issues, and communicate with applicant on lack of draws.
- Prepares press releases to inform public on grants awarded.
- Develops outreach and marketing materials to promote grant programs to stakeholders.
- Conducts on-site inspections to ensure applicants are complying with grant requirements.
- Schedules and conducts project meetings with applicants.
- Conducts audits to ensure applicants are complying with grant requirements.

**Duty 2**

**General Summary:**

**Percentage: 20**

Research and develop innovative processes to support current and new infrastructure funding programs.

**Individual tasks related to the duty:**

- Review State Revolving Loan Fund programs to determine best practices.
- Research and compile information related to other innovative funding practices within the state and outside of Michigan.
- Participate in the development of infrastructure funding programs including attending meetings, conducting outreach, and developing forms and drafting of policies.
- Design and conduct surveys related to water infrastructure funding.
- Reviews and interprets proposed legislation and provides recommendations to division management.
- Recommends program eligibility requirements.
- Designs and updates program materials.
- Evaluates program operational needs and provides recommendations.

**Duty 3**

**General Summary:**

**Percentage: 10**

Miscellaneous assignments

**Individual tasks related to the duty:**

- Attending specialized training sessions assigned by management.
- Provide technical assistance to various short-term projects as assigned by management.
- Other duties as assigned.

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

Position will make determinations as to the eligibility of grant applications submitted and for grant activities conducted.

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

Those that affect the work of others in the department or external customers or those that may have policy/precedent setting impacts. Assistance in setting priorities where conflicts may be present.

**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.**

In addition to normal conditions encountered in a business office environment, this position requires sitting for extended periods of time; moderate amount of standing, bending and walking, and operating a computer. Position may also require overnight travel for meetings, site visits, and training.

**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):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | N | 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 performs work related to water infrastructure project funding including existing and new grant programs, such as those in the MI Water Plan, American Rescue Plan, or other legislation, policies, and procedures to ensure program needs within the Division are met including evaluating and administering grant programs and grant applications. This position researches and develops processes to support infrastructure funding programs through research, analysis, and preparation of documents. Additional position responsibilities include collecting and maintaining data, records, surveys, and developing plans of action for current and new infrastructure funding programs.

**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 work area is responsible for coordinating water infrastructure funding programs. This position performs work related to water infrastructure project funding including existing and new grant programs, such as those in the MI Water Plan, American Rescue Plan, or other legislation, policies, and procedures to ensure program needs within the Division are met including evaluating and administering grant programs and grant applications. This position researches and develops processes to support infrastructure funding programs through research, analysis, and preparation of documents.

**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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles and practices of research and analysis.
- Knowledge of the principles of administrative management, office procedures and reporting.
- Knowledge of the tools of management, such as methods development, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.
- Knowledge of the finance of public programs.
- Knowledge of the initiation, development, and evaluation of public programs or services.
- Knowledge of the economic, social, political, and business conditions of the state.
- Knowledge of governmental organization and structure.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.
- Ability to establish program procedures, policies, or guidelines and to relate these to objectives.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to formulate plans, procedures, and controls in the program area.
- Ability to learn and utilize computer programs and software.
- Ability to design forms.
- Ability to maintain favorable relations with staff from the EGLE, other state agencies, the regulated community, the legislature, and the general public.

**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.***

\_\_\_\_\_  
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