Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: DEPSPL2V37N

Civil Service Class and Level: Departmental Specialist-2

Working Title (What the agency calls the position): Engagement Specialist

Name and Position Code Description of Direct Supervisor: FORREST, LUKE; STATE OFFICE ADMINISTRATOR

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission):

Division: Economic Transition Office

Work Location (City and Address)/Hours of Work: Michigan / Monday-Friday 8:00AM-5:00PM

General Summary of Function/Purpose of Position: This position serves as an Engagement Specialist and has sole responsibility for the statewide stakeholder engagement for the Community and Worker Economic Transition Office. Leads key stakeholder engagement initiatives, which include conducting regular community engagement events, facilitating meetings with Office staff and external partner organizations and serving as a liaison between Office staff and other LEO units or SOM agencies. Leads activities to support the tracking and implementation of forward-looking recommendations included in Michigan's Statewide Economic Transition Strategy along with the Office Director and other designated staff. Advises the Office Director on outreach, engagement, and economic transition strategy recommendations. Provide status updates to Advisory Committee. Builds, strengthens, and maintains positive relationships between the Office and key stakeholders. This individual will influence and contribute to reports for the Office Director, LEO, Governor's Office, legislators, and/or external stakeholders.

This position works collaboratively with members of cross-functional teams encompassing Office staff, as well as community, industry and governmental partners, and other SOM departments, agencies, bureaus, etc. to successfully execute the Office mission.

Assigned duties and tasks for each duty.

Duty 1: Oversee and execute Office statewide stakeholder engagement activities. Develop relationships with key internal and external stakeholder groups. Tracks the implementation of recommendations included in the statewide economic transition strategy. Crafts Office messaging for stakeholder outreach.

- Develop, execute, and evaluate a strategic plan with clear goals to measure engagement.
- Develop, maintain, and grow relationships with community, industry, workforce, and other external stakeholder partners.
- Design and implement methods for identifying opportunities to share updates on Office activities with targeted stakeholder groups (such as conferences, events, etc.) based on corresponding project/program milestones.
- Determines eligibility or compatibility of stakeholder engagement activities or forums and the appropriate actions to take.
- Engages with internal LEO and SOM staff as well as external stakeholder groups regularly to build support for the timely implementation of transition strategy recommendations.
- Monitor and tracks implementation of transition strategy recommendations; works with various internal and external partners and stakeholders to receive regular updates and keep initiatives on track.
- Develop and maintain effective metrics and evaluation protocols to be able to report out on engagement activities and impact.
- Serves as expert technical advisor and liaison with industry, community, workforce, and/or governmental agencies and as the primary point of contact for internal and external engagement inquiries.
- Collaborate with the LEO Communications team, Office Director, and other Office staff to craft messaging and materials for external outreach.
- Represents the Office Director at various meetings.

Duty 2: Serves as the expert, advising the Office Director and LEO Executive team on engagement, outreach, and updates on initiatives to implement transition strategy recommendations, as well as potential areas for improvement. Draft and influence reports for the Office Director, LEO, Governor's Office, legislators, and/or external stakeholders.

- Develop proposals for stakeholder engagement activities or other strategies that can be supported and implemented by the Office and moves the initiatives forward.
- Develops alternative strategies for outreach and engagement activities based on analysis and research/
- Develop reports, briefs, and supporting justification and narratives evaluating the impact, efficacy and effectiveness of outreach initiatives.
- Advises the Office Director on issues or concerns impacting the Office's engagement activities.

Provides periodic briefings to the Advisory Committee and other stakeholder groups on the status of transition strategy recommendations, engagement activities, and pending issues.

Duty 3: Other duties as assigned.

- Provide feedback and recommendations on operational policies, and effectiveness of programs/policies to assist with improvement of internal processes and systems.
- Special projects as directed
- Prepare reports and presentations in alignment with assigned specials projects and activities.
- Perform other duties as assigned by the Office Director.

Types of decisions made independently and whom or what those decisions affect: Independent action taken in carrying out daily assignments to achieve the Office's mission and goals. Makes decisions on priority initiatives, projects tracking, and correspondence. Decisions affect Office goals and LEO priorities and have important political, economic, and social impact.

Types of decisions that require the supervisor's review: Guidance is sought when executive direction is not clear, policy/procedures are unclear. Decisions impacting other Office teams, LEO divisions. Changes to the Office's strategic direction. Major policy decisions. Budget decisions. Issues that are politically sensitive in nature.

Physical effort used to perform this job and environmental conditions of this position: Physical effort normally associated with office work/environment. Day and/or overnight travel to communities across the state will be required. Meetings and work assignments outside of a typical 8-5 workday may be required. Occasional travel to conferences, meetings, or events in/out of state may be required. Giving presentations and participating in meetings with large and small audiences.

The essential functions of this position: This position serves as an Engagement Specialist and has sole responsibility for the statewide stakeholder engagement for the Community and Worker Economic Transition Office. Leads key stakeholder engagement initiatives, which include conducting regular community engagement events, facilitating meetings with Office staff and external partner organizations and serving as a liaison between Office staff and other LEO units or SOM agencies. Leads activities to support the tracking and implementation of forward-looking recommendations included in Michigan's Statewide Economic Transition Strategy along with the Office Director and other designated staff. Advises the Office Director on outreach, engagement, and economic transition strategy recommendations. Provide status updates to Advisory Committee. Builds, strengthens, and maintains positive relationships between the Office and key stakeholders. This individual will influence and contribute to reports for the Office Director, LEO, Governor's Office, legislators, and/or external stakeholders.

This position works collaboratively with members of cross-functional teams encompassing Office staff, as well as community, industry and governmental partners, and other SOM departments, agencies, bureaus, etc. to successfully execute the Office mission.

The function of the position's work area and how it fits into that function: The mission of the Economic Transition Office is to ensure that communities, workers, and employers impacted by transitions in the auto and utility sectors have the support they need to actively prepare for, benefit from, and shape Michigan's future economy. The Office addresses transition impacts through means such as ensuring displaced workers have access to high-quality jobs, assisting employers to increase their resiliency, and supporting communities as they develop proactive and comprehensive strategies to mitigate transition risks.

The position serves as the statewide expert for the engagement and outreach work of the Office. The position provides expert advice to the Office leadership on strategies to develop and maintain key stakeholder relationships and tracks the implementation of recommendations to Michigan's Statewide Economic Transition Strategy.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

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

EXPERIENCE:

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Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of local, state, and federal community and economic development programs, issues, trends, etc.
- Deep knowledge of and connections to local, state, and national organizations that are critical partners for the Office's work and mission (such as community, research, industry, manufacturing, education, workforce, labor, and/or trade organizations).
- Ability to plan, direct, and coordinate activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.
- Ability to establish and maintain effective relationships with local and county government officials, private industry leaders, professional personnel, and other community stakeholders.
- Ability to develop and administer program policies, procedures, and guidelines.
- Ability to plan, coordinate, and expedite work projects.
- Ability to negotiate and resolve complex problems involving diverse stakeholder input and conflicting issues.
- Ability to analyze, synthesize, and evaluate a variety of data and information for use in program and strategy development and stakeholder outreach.
- Ability to communicate and present ideas effectively, both written and verbal, to diverse audiences.

CERTIFICATES, LICENSES, REGISTRATIONS:
N/A