

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTALTEU45Y

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MILEAP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division
5. Working Title (What the agency calls the position) Departmental Analyst	11. Section Out-of-School Time Learning and Camp Licensing
6. Name and Position Code Description of Direct Supervisor THORESON, LORRAINE T; EDUCATION CONSLTNT MGR-4	12. Unit 21st Century Community Learning Centers
7. Name and Position Code Description of Second Level Supervisor LOWER, RICHARD J; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Hybrid/ 105 W. Allegan St. Lansing MI 48933 / MONDAY-FRIDAY 8:00A.M. -5:00 P.M

14. General Summary of Function/Purpose of Position

This position serves as a Departmental Analyst for the federal ESSA, Title IV, Part B grants program (i.e., 21st Century Community Learning Centers (CCLC)). Responsibilities include development, research, collection, consolidation, analysis, maintenance, and improvement of data systems utilized in administrative, funding, and accountability oversight of the 21st CCLC grants program. This includes design of data collection applications, forms, reports within state grants management systems, including but not limited to the NexSys and GEMS/MARS; and providing regular technical assistance support to, and training of, 21st CCLC subgrantees in the field, by way of phone and electronic contacts as well as live and virtual presentations and training sessions.

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: 30

Responsible for the development and maintenance of the 21st CCLC (Cohort and State-level Activity) grants in the state grant management system (e.g., NexSys) currently used for applications management needed for the accurate and timely dissemination of the federally funded 21st CCLC grants programs.

Individual tasks related to the duty:

- Develop, analyze, and maintain an annual calendar of activities for applications in the state grant management system.
- Monitor changes in state and federal legislation that impact the federal 21st CCLC grants program.
- Serve as liaison to the state grant management system vendor for 21st CCLC application to keep system programming and specifications for application current, as legislation and rules for the 21st CCLC grants program change.
- Design, test, and maintain 21st CCLC's grant application within the state grant management system, as needed, or update at a minimum annually.
- Announce grant application availability to sub-grantees.
- Support sub-grantees to complete required reports accurately and in a timely fashion, utilizing phone, e-mail and online/in-person meetings and trainings, as necessary.
- Analyze technological problems of the state grant management system related to the 21st CCLC application, and design and propose solutions for resolution to management.
- Maintain data files, as needed.
- Collaborate with other analysts within and across areas, as needed.
- Assist in review and preliminary approval of applications, and reports, based on state and federal legislation, laws, standard operating procedures, including use of the Michigan Public School Accounting expenditure functions and objects.
- Assist 21st CCLC grants program unit staff in the development and implementation of procedures and controls to determine sub-grantee compliance with program requirements within the state grant management system related to the application.

Duty 2

General Summary:

Percentage: 30

Responsible for development and maintenance of 21st CCLC (Cohort and State-level Activity) grants in the state grant management system (e.g., GEMS/MARS) currently used for implementation of programmatic and fiscal compliance monitoring. Provide analysis, reports, and suggestions for improvement on the compliance monitoring process and procedures.

Individual tasks related to the duty:

- Develop, analyze, and maintain an annual calendar of programmatic and fiscal compliance monitoring activities in the state grant management system.
- Create and provide technical assistance to 21st CCLC grants program unit staff, and other agency personnel regarding current state grant management system processes and procedures.
- Serve as liaison to the state grant management system vendor for 21st CCLC programmatic and fiscal compliance monitoring purposes to keep reports current as legislation and rules change.
- Collaborate with other departmental analysts and fiscal monitors on all monitoring processes within and across areas, as needed.
- Design, test, and maintain files in the state grant management system for onsite and document reviews, grant reports and approval processes and record-keeping systems.
- Monitor changes in state and federal legislation that impact the federal 21st CCLC grants program.
- Assist the unit manager and program staff in developing and maintaining risk assessment data needed for monitoring sub-grantees.
- Assist in preparing information for 21st CCLC program unit staff fiscal and/or program monitoring
- Analyze technological problems, and design and propose solutions for resolution to management.
- Provide technical assistance to sub-grantees and their program staff with completing state grant management system monitoring requirements.
- Create announcements of availability, process, and procedure in state grant management system regarding programmatic and fiscal compliance monitoring.
- Develop and implement effective monitoring and accountability of grant funds, with associated resource and data needs.
- Participate in formulating, facilitating, monitoring, and revising system and quality reviews/monitoring frameworks and activities.
- Gather data from 21st CCLC sub-grantees and compile reports of grant program compliance, including any federal required reporting.
- Ensures that sub-grantee student reporting data are complete and up-to-date, in a standard format, and readily available for use.
- Participates in the 21st CCLC program unit design and implementation of surveys of sub-grantees regarding policies, procedures, and implementation of the program.
- Participates in the 21st CCLC program unit design and implementation of surveys of sub-grantees and participants to inform program quality and areas for improvement.
- Develop and implement data driven methods for completing annual risk assessment of current 21st CCLC sub-grantees, as required by law.
- Provide analysis of 21st CCLC sub-grantees based on risk factors.

Duty 3

General Summary:

Percentage: 25

Responsible for the development and maintenance of 21st CCLC (Cohort and State-level Activity) grants in the state grant management system (e.g., GEMS/MARS) currently used for Request for Proposal (RFP) needed for grant competition.

Individual tasks related to the duty:

- Develops and assists with team implementation of the annual, or as needed, 21st CCLC RFP grant competition for release of funds to potential applicants. Assists in the development and communication of RFP availability to potential applicants.
- Maintains correspondence documentation, prepares reports, and works with Department staff and other state agencies and vendors on state grant management system reporting requirements for RFP and grant competition needs.
- Monitor changes in state and federal legislation that impact the federal 21st CCLC grants program.
- Announce RFP availability to potential applicants.
- Collaboratively develop and deliver training and technical assistance regarding RFP submission requirements during grant competition, may require partnering with other governmental and non-governmental agencies.
- Support potential applicants with technical assistance regarding RFP submission in the state grant management system, as necessary.
- Implement, monitor, and follow guidance for public comment for United States Department of Education waivers or policies pertaining to 21st CCLC programs.
- Analyze technological problems of the state grant management system related to the 21st CCLC RFP grant competition, and design and propose solutions for resolution to management.
- Maintain data files, as needed.
- Collaborate with other analysts within and across areas, as needed
- Develop and implement data driven methods for completing annual risk assessment of potential applicants, as required by law.

Duty 4

General Summary:

Percentage: 15

Other duties as assigned.

Individual tasks related to the duty:

- Perform research and analysis for special data projects, as needed.
- Serve as 21st CCLC grants program unit liaison to department committees to recommend program policies and procedures, as well as forms and formats.
- Create reports for use by the Department, Governor's office, legislature, and others, as needed.
- Complete data requests from external partners.
- Responsible for ADA compliance for program documents and other products and for posting electronically.
- Work with Department staff to keep 21st CCLC grant program website updated.

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

- Required data and program information analysis for presentation to management.
- Data collection and reporting format.
- Decisions regarding database design, development, and implementation.
- Design of forms, formats, and file management, aligned with division, office, department, and state specs.

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

- Significant changes to data collection methods and systems.
- Requests that do not adhere to federal and/or state guidelines.
- Communications intended for mass groups and/or for release to external parties.
- Formal presentation documents for internal/external audiences.
- Development of proposals for improvements to state grant management systems impacting 21st CCLC grants program.

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.

Minimal physical activity is required as the work is largely sedentary and performed in an office setting. Must be able to travel. May require some overnight travel. Significant computer screen time daily.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

Responsibilities include development, research, collection, consolidation, analysis, maintenance, and improvement of data systems utilized in administrative, funding, and accountability oversight of the 21st CCLC grants program. This includes design of data collection applications, forms, reports within state grants management systems, including but not limited to the NexSys and GEMS/MARS; and providing regular technical assistance support to, and training of, 21st CCLC subgrantees in the field, by way of phone and electronic contacts as well as live and virtual presentations and training sessions.

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

MiLEAP was est. December 1, 2023, per E.O. 2023-6, this position transferred from MDE to MiLEAP, and no changes to position duties have happened. Position Description has been updated for clarity to individual tasks under duties; for example, ensuring certain tasks related to monitoring and accountability that were under Duty 2 were placed correctly under Duty 3 in the update; as well as adding additional clarity for tasks that are associated with Duty 2. RFP grant competition tasks are added.

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

The Division of Out-of-School Time (OST) Learning and Camp Licensing provides information, consultation, and resources to families, educators, and communities concerned with the progress and development of children, youth and their families so that they will be prepared to succeed in school and in life. Staff manage federal and state grant programs and consult on OST programs (i.e., before-school, after-school, and summer) for K-12 students with a variety of providers, including local school districts, public school academies, intermediate school districts, and a myriad of non-profit and for-profit community-based organizations. In addition, the State of Michigan regulates children's day, residential, troop and travel camps and this division provides for the safety and protection of children through camp licensing and regulation of child care organizations, as well as establishment of camp standards for those organizations.

Specifically the 21st CCLC grants program unit supports initiatives to assure that students are provided opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards; offer students a broad array of additional services, programs, and activities, such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce and complement the regular academic program of participating students; and offer families of students served by community learning centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development.

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:

Knowledge of the principles and practices of research and analysis. Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting. Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services. Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs. Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services. Knowledge of the economic, social, political, and business conditions of the state. Knowledge of the legislative process and 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 or service procedures, policies, or guidelines and to relate these to objectives. Ability to prepare requests for proposals and program agreements. 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 a program or service area. Ability to learn and utilize computer processes. Ability to design forms. Ability to maintain favorable public relations.

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.

BERNITA KISSANE

10/30/2025

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