

**State of Michigan  
Civil Service Commission**

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

**Position Code**

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> EDUCATION
<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> Assessment, School Improvement, and Systems Support
<b>5. Working Title (What the agency calls the position)</b> Assessment and Accountability Data Analyst	<b>11. Section</b> Office of Assessment and Accountability
<b>6. Name and Position Code Description of Direct Supervisor</b> JANZER, CHRISTOPHER G; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> MIDDLESTEAD, ANDREW J; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 608 W. Allegan St., Lansing MI / M-F 8:00 am – 5:00 pm

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

This position functions as the Assessment and Accountability data analyst for the Accountability unit within the Office of Assessment and Accountability within the Michigan Department of Education (MDE). This position assists in the data-related processes used for the analysis of assessment and accountability data as well as other ad hoc projects. This position ensures the quality of data that are imported for use and confirms the file integrity and accuracy of all data that are used to determine school and student performance and success, and research results related to the state's assessment and accountability systems. This position creates analyses to support decision-making related to assessment and accountability system policies and procedures. Analyses created by this position are used to inform the management of technical procedures, business rules, and policies for MDE's assessment and accountability systems. The Assessment and Accountability data analyst creates informative documents and presentations to accompany analyses and takes part in creating policy and decision recommendations based on said analyses.

**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: 80**

Develop analyses to support decision-making and assists with data-related processes for assessment and accountability system policies and procedures, and ad hoc reports.

**Individual tasks related to the duty:**

- Design, create, and implement data modeling processes and procedures into assessment and accountability systems and ad hoc projects based on business objectives, requirements gathering, and user needs.
- Ensures appropriate statistical techniques, measures, and methods are used to create valid analyses.
- Determines appropriate analysis and modeling techniques based on stakeholder requirements.
- Designs reporting data modeling approaches based on source data elements using an open-architecture approach that limits re-work (based on changes or additions to current data structures that are made by other offices, departments, or external entities that had generated original source data).
- Facilitates requirements gathering meetings for data analysis and modeling projects.
- Monitors the progress and schedules of assessment and accountability systems cycles for any data modeling design and development activities.
- Develops requirements for ensuring integrity of all data that are utilized for analyses.
- Participates in all data modeling activities with OEAA and other relevant MDE offices' staff.
- Develops appropriate processes and strategies to implement new or revised policies related to technical processes/procedures for assessment and accountability analyses and data modeling.
- Works closely with OEAA, DTMB, and CEPI staffs to ensure the integrity of the data that are used as input for the analyses of assessment and accountability systems.
- Reviews technical processes/procedures to ensure that all data elements required for analyses of assessment and accountability systems are accurate and available according to pre-established timelines.
- Research new technology and technical processes for possible application to assessment and accountability systems analyses.

**Duty 2****General Summary:****Percentage: 15**

Presents analyses findings through the creation of informative documents and presentations, and takes part in creating related policy and decision recommendations.

**Individual tasks related to the duty:**

- Effectively communicates analysis and modeling findings to a variety of audiences.
- Develops interpretive resources which accurately portray analyses and modeling findings.
- Assists in developing recommendations regarding assessment and accountability systems' policies and procedures to OEAA and MDE leadership..
- Research new technology and technical processes for possible application to the reporting of analyses and data modeling.
- Develops appropriate technical processes and strategies to implement new or revised policies and procedures, including timelines, objectives, business rules, and requirements gathering as part of the implementation and documentation processes.
- Identifies necessary modeling/analysis needed to evaluate the impact of potential federal or state policy changes.
- Coordinates with OEAA staff to review the technical evidence regarding the use of measures/tools, to generate appropriate conclusions, and publish relevant guidance regarding the use of those tools.

**Duty 3****General Summary:****Percentage: 5**

Other duties and requested.

**Individual tasks related to the duty:**

- Other duties as requested.

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

Independent judgment for the development, implementation, and enhancement of analyses and data modeling for assessment and accountability systems, for the Office of Educational Assessment and Accountability and the Michigan Department of Education.

Single point of responsibility for accuracy and quality of data used for analyses and data modeling of assessment and accountability systems, projects, and research from a business point of view.

Ensures that only data that meet MDE quality standards are used for analyses and data modeling.

Recommendations developed using the analyses and modeling created by this position will have an impact on the effectiveness of OEAA and MDE assessment and accountability systems polices.

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

- Major changes in technical processes and procedures, program and/or project modifications, that negatively impact pre-established timelines.
- Decisions that will have significant impact on policy and processes in functional areas of other agencies.
- Dissemination of data that may have political implications or are sensitive in nature.

**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 travel may be 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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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 functions as the Assessment and Accountability data analyst for the Accountability unit within the Office of Assessment and Accountability within the Michigan Department of Education (MDE). This position assists in the data-related processes used for the analysis of assessment and accountability data as well as other ad hoc projects. This position ensures the quality of data that are imported for use and confirms the file integrity and accuracy of all data that are used to determine school and student performance and success, and research results related to the state's assessment and accountability systems. This position creates analyses to support decision-making related to assessment and accountability system policies and procedures. Analyses created by this position are used to inform the management of technical procedures, business rules, and policies for MDE's assessment and accountability systems. The Assessment and Accountability data analyst creates informative documents and presentations to accompany analyses and takes part in creating policy and decision recommendations based on said analyses.

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

New establishment.

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

The work area's function is the design, development, implementation, maintenance, and enhancement of assessment and accountability systems. Management of these systems requires analysis and modeling of their function to gauge effectiveness. This position works closely with OEAA and MDE staff to design, develop, maintain, enhance, and document analyses and modeling necessary for the effective implementation of assessment and accountability systems. This position's output is used to determine the effectiveness of existing programs and to recommend program areas and functions in need of improvement.

**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, 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:**

N/A

*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

3/31/2023

\_\_\_\_\_  
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