

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 CIV RGHT CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description DEPARTMENTAL SPECIALIST-2	10. Division Disability Rights and Compliance Division
5. Working Title (What the agency calls the position) Departmental Specialist	11. Section Contract Compliance
6. Name and Position Code Description of Direct Supervisor FRAYRE, KAMULLA R; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor KHAN, TYRA S; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Various / Monday-Friday 8am-5pm
14. General Summary of Function/Purpose of Position	
<p>This position serves as the sole recognized specialist responsible for research, implementation, management and evaluation of the local unit of government and state mandated Contract Compliance programs. Responsibilities include researching, writing, monitoring, tracking and evaluation of all Contract Compliance procedures, policies, forms, instructions, presentations, trainings, appeals, reports, evaluations and recommendations for the department's Contract Compliance programs ensuring that state and local vendors/subcontractors are compliant with complex state and federal civil rights laws.</p> <p>This position serves as back-up to provide support for the department's Business Certification program. Responsibilities include providing program support, processing applications, issuing certifications and other duties as assigned to support Business Certification needs. This position also serves as backup to the department's Freedom of Information Act program. Responsibilities include receiving and processing FOIA requests and issuing responses in accordance with the Michigan Freedom of Information Act, Act 442 of 1976.</p>	

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

Contract Compliance Program Specialist

Individual tasks related to the duty:

Research, design, implement and evaluate the Contract Compliance program to evaluate vendor, contractor and subcontractor programs, policies, practices, and recruitment for compliance with state and federal EEO requirements; to include:

- Research and remain up to date on existing and proposed state and federal civil rights laws as they apply to contractors and subcontractors receiving state and federal funds.
- Create and maintain all policies, procedures, forms, presentations, trainings, guidance documents, reports, memos, communications, recordkeeping and evaluation materials necessary for the successful implementation and operation of the program.
- Review and evaluate vendor/contractor submitted workforce documentation, policies, practices, procedures and recruitment for evidence of compliance/non-compliance, including performing on-site reviews.
- Serve as a technical advisor and provide guidance and training to federal, state, and local units of government, businesses, contractors, subcontractors and other staff on how to achieve and maintain compliance with state and federal civil rights employment laws.
- Provide status reports on the outcome of compliance reviews.
- Develop annual program goals and plans for implementation.
- Make recommendations on ways to expand and increase funding for the program.
- Maintain favorable relations with all internal and external stakeholders.
- Stay up to date on all technology and computer programs necessary to efficiently operate, report, present, train and maintain records for the program.
- Identify and satisfactorily complete ongoing professional development.

Duty 2

General Summary:

Percentage: 10

Business Certification Program Back- up

Individual tasks related to the duty:

- Process Business Certification applications.
- Issue Business Certification approvals and denials.
- Provide training and technical assistance to Business Certification applicants and stakeholders.
- Update forms, policies, procedures, and communications.

Duty 3

General Summary:

Percentage: 10

Freedom of Information Act (FOIA) Program Back- up

Individual tasks related to the duty:

- Monitor, review, and log FOIA requests.
- Create response letters in accordance with FOIA laws and practices.
- Identify, locate, scan and otherwise prepare records in response to FOIA requests.
- Approve, Deny, or Part Approve/Part Deny records in response to FOIA requests.
- Provide technical assistance and answer questions for FOIA stakeholders.
- Update forms, policies, procedures and communications.

Duty 4

General Summary:

Percentage: 10

Miscellaneous duties as assigned

Individual tasks related to the duty:

- Represent the department on various workgroups.
- Conduct analytical reviews and prepare special reports, as necessary.
- Represent the section or division at various meetings and conferences upon request.
- 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.

This position independently develops and implements all facets of the MDCR Contract Compliance program for local and state mandated contractors and vendors utilizing state and federal funding. The position interprets applicable laws, regulations, and guidance and analyzes ongoing program operations and data to make recommendations for program improvements and technology assistance. A high level of self-direction and independent judgement is required. Decisions affect statewide programs and agencies and have important political, economic and social impact.

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

Guidance is sought when priorities of assignments conflict, issues may be politically sensitive, when requesting supplies, equipment or training, or approval of documents is needed.

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. This position may require regular travel outside of the office, including overnight.

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. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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 serves as the sole recognized specialist for the local and state mandated Contract Compliance Program. Responsibilities include research, design, implementation and evaluation of the program. All policies, procedures, forms, communications, reports, data and technology necessary for the program. All online and in person training, presentations, monitoring and on-site reviews necessary for the program. The maintenance of favorable relationships with all internal and external stakeholders of the program. The seeking of additional resources and funding for the program. Statewide travel associated with operation of the program.

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

This position description is being updated to reflect how the position has evolved. This position is still the staff specialist responsible for the Contract Compliance program. The department decided to not continue efforts to contact local units of government to interact with the program, and therefore this position will spend a majority of its time continuing to build, implement, and administer the state and federal portions of this program. The position description has also been updated to add backup duties related to the business certification program, which will be primarily assumed by another position in this work area, as well as back up duties related to FOIA coordination.

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

This unit of MDCR administers the Contract Compliance, Business Certification and Freedom of Information Act (FOIA) programs in accordance with various federal and laws. This position serves as the statewide Contract Compliance Specialist for the department providing specialized knowledge and oversight of state and federal EEO laws. This position also serves as a back-up to the other program areas in the section.

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 Specialist 13 - 15

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 the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting. Knowledge of fiscal planning, budgeting, and management. Knowledge of the operational and technical problems involved in the administration of a specialized program. Knowledge of the assigned program specialty. Knowledge of methods of planning, developing, and administering programs. Knowledge of state and federal laws and legislative processes related to the work. Knowledge of the need, preparation, and use of reports. Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved. Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources. Ability to plan, coordinate, and expedite work projects. Ability to interpret complex rules and regulations. Ability to communicate with others verbally and in writing.

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

9/19/2024

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