

State of Michigan
Civil Service Commission

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

Position Code

1. DEPTALTEO96Y

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 TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Saving, Access, and Financial Empowerment (SAFE)
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division Michigan Education Trust (MET)
5. Working Title (What the agency calls the position) Departmental Contract Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor WOLCOTT, MATTHEW J; DEPARTMENTAL MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor PATINO, MEGAN M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Austin Bldg, 430 West Allegan St., Lansing MI / Monday - Friday 8:00 A.M. - 5:00 P.M.

14. General Summary of Function/Purpose of Position

This position is responsible for overseeing new contracts in the MET contract database (PRIMA) and serves as a vendor liaison for PRIMA. This includes using contract data within the database to develop methods to track statistical enrollment information. This analyst studies past and present trends and reviews statistics with the Executive Director for future planning and recommendations.

This position also serves as the liaison for DTMB Imaging Services to maintain the HP Content Manager (HPCM) program and is the primary contact for technical concerns within the MET program. This position includes evaluating program policies and recommending changes to the Operations Manager. This position identifies and resolves issues regarding the usage of MET contracts and provides technical assistance and expertise to beneficiaries, contract purchasers, and post-secondary educational institutions regarding the MET program. Additionally, this position works with the MET Executive Director to prepare reports and conduct correspondence related to the work activities of the MET Board.

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: 50

Analyze and manage web contracts in PRIMA and evaluate enrollment periods and long-term trends based on statistical enrollment data. Serve as a liaison for both the PRIMA database and DTMB Imaging Services to maintain the HP Content Manager (HPCM) program. Monitor contracts for the PRIMA database and develop data validation methods to ensure contract compliance.

Individual tasks related to the duty:

- Develop methods to track statistical enrollment data to identify purchasing trends.
- Research, analyze, and summarize enrollment data and create reports based on the findings. Report enrollment trends to the marketing team.
- Research and analyze MET beneficiary and purchaser documentation to ensure accuracy and maintain program data integrity.
- Review the PRIMA database contract and SOC 1 and 2 security reports. Develop data validation methods to ensure contract compliance.
- Serve as liaison for the PRIMA database and HP Content Manager database, including issue identification and resolution.
- Analyze and evaluate PRIMA database functionality. Regularly monitor accuracy and efficiency of the database.
- Provide enhancement suggestions. Develop solutions to database issues and inefficiencies. Create testing procedures and implement testing to verify database corrections and enhancement functionality and to ensure ongoing database effectiveness and productivity.

Duty 2

General Summary:

Percentage: 20

Assist beneficiaries, contract purchasers, and postsecondary educational institutions with questions and issues relative to the MET program and contracts. Identify and resolve issues regarding the usage of MET contracts.

Individual tasks related to the duty:

- Provide technical assistance and expertise to beneficiaries, contract purchasers, and post-secondary educational institutions regarding the MET program.
- Analyze and resolve enrollment and/or contract errors and issues relative to MET contract activations and terminations.
- Resolve communications with MET program and contract issues between beneficiaries or contract purchasers and postsecondary educational institutions. Communicate with higher education institutions regarding MET student enrollment and eligibility.
- Interpret data systems to aid in the resolution of MET program and contract issues.
- Assist with research and implementation of strategies and methods to expedite MET contract application processing and facilitate the contract maintenance process.

Duty 3

General Summary:

Percentage: 15

Conduct research and analysis, prepare reports, and conduct correspondence related to the work activities of the MET Board.

Individual tasks related to the duty:

- Work with MET Executive Director to review past precedence, procedures, policies, and legal implications of issues formally presented to the MET Board. Research, compile, and analyze information and statistics in response to inquiries or request for program information pertinent to MET Board.
- Attend regular and special meetings of the MET Board and assist MET Board members with special requests or needs.
- Monitor progress and track the outcomes of projects or assignments for the MET Board and follow-up on pending issues.

Duty 4

General Summary:

Percentage: 10

Assist the operations manager with the review and monitoring of policies and procedures for increased efficiencies. Develop methods to track policy compliance amongst staff. Evaluate program policies and recommend changes to the operations manager.

Individual tasks related to the duty:

- Assist the operations manager in the review, analysis, and maintenance of MET policies and procedures and perform periodic monitoring of activities related to MET processes and recommend changes.
- Develop and maintain reports to track policy compliance amongst staff.
- Assist in the analysis of on-going program operations and update and maintain security controls.

Duty 5

General Summary:

Percentage: 5

Perform other duties as assigned.

Individual tasks related to the duty:

- Prepare statistical reports related to MET program activities.
- Assist with the development of information for the Annual Report and the Actuary Report for MET.

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

Assist the operations manager by interpreting and explaining policy issues to beneficiaries, contract purchasers, and postsecondary educational institutions. Review and edit reports for the MET Board. Review, analyze, and maintain MET policies and procedures and perform periodic monitoring of activities related to MET processes and recommend changes. Verify and review web contracts within MET database (PRIMA).

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

When assistance is needed relative to ambiguity of laws, regulations or agency policy. This position functions very independently.

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.

Typical office environment. Physical activities include sitting at a desk with significant computer usage (including participating and/or conducting video conferencing meetings/calls), reading a multitude of documents, standing, walking, stooping, bending, and reaching.

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. |

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 is responsible for overseeing new contracts in the MET contract database (PRIMA) and serves as a vendor liaison for PRIMA. This includes using contract data within the database to develop methods to track statistical enrollment information. This analyst studies past and present trends and reviews statistics with the Executive Director for future planning and recommendations.

This position also serves as the liaison for DTMB Imaging Services to maintain the HP Content Manager (HPCM) program and is the primary contact for technical concerns within the MET program. This position includes evaluating program policies and recommending changes to the Operations Manager. This position identifies and resolves issues regarding the usage of MET contracts and provides technical assistance and expertise to beneficiaries, contract purchasers, and post-secondary educational institutions regarding the MET program. Additionally, this position works with the MET Executive Director to prepare reports and conduct correspondence related to the work activities of the MET Board. Includes all requirements in Section 18 of the PD.

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

AA requesting to update the PD on file. Wording and references were updated for consistency and clarity. This position reviews and edits reports but does not approve reports. The position will now handle all new contracts enrolled including mailed in contracts, not just web contracts. The essential duties and functions of the position remain unchanged.

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

MET enters into contracts and accepts contract contributions from purchasers to provide future tuition for students at Michigan public, private, and out-of-state colleges and universities. Contract contributions are invested to meet the future expected cost of college at Michigan public colleges based on the anticipated year of college enrollment of the student. The function of this work area is to provide support for MET program operations. The function of this position is to provide analytical support for MET program operations.

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:

- Strong communication skills are necessary, both written and oral.
- Knowledge in using Microsoft Office software products.
- Knowledge of the principles and practices of research and analysis.
- Knowledge of the economic, social, political, and business conditions of the state.
- Knowledge and skills to operate standard office equipment.
- Ability to analyze and evaluate laws, rules, and regulations.
- Ability to work under competing priorities and deadlines.
- Ability to perform in-depth research.
- Ability to maintain favorable public relations.
- Ability to analyze, synthesize and evaluate a variety of data for accuracy and completeness. Ability to compare and interpret complex information from multiple sources.

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.

None

I certify that the entries on these pages are accurate and complete.

CARLA JENKS

4/27/2026

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