

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPSPL2

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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Assessment, School Improvement and System Support
5. Working Title (What the agency calls the position) NexSys Application System Specialist	11. Section Office of Systems, Evaluation, and Technology (OSET)
6. Name and Position Code Description of Direct Supervisor BUTLER, MONICA L; DEPARTMENTAL MANAGER-3-FZN	12. Unit Grants
7. Name and Position Code Description of Second Level Supervisor FINKBEINER, DREW L; STATE ADMINISTRATIVE MANAGER-2	13. Work Location (City and Address)/Hours of Work 608 W ALLEGAN ST. 2nd Floor, LANSING, MI 48933 / Monday - Friday, 7:30 am - 4:00 pm

14. General Summary of Function/Purpose of Position

This position serves as the NexSys Application System Specialist managing development and overseeing a suite of unique applications in the electronic grant system (NexSys). This specialist manages and oversees each application, researching the custom needs for each, including demographics, up-stream and down-stream system connections including the Registry of Educational Personnel (REP) and other unique functions and nuances of each of the individual applications. This specialist is also responsible for providing expertise on the Office of Educational Supports Consolidated Application. The Consolidated Applications is one of the two most critical and complex applications in NexSys and supports the funding for most all Federal Title programs for districts and their students within the state of Michigan. NexSys is used to manage state and federally funded education grants and school nutrition programs. The electronic grant system is used by MDE, other State of Michigan agencies, school districts, nonpublic schools and other non-school recipients to apply for and receive funding for grants and school nutrition programs and serve Michigan's children and students. This position serves as the specialist for the following offices and agencies: Educational Support, Special Education, Career and Technical Education, Educator Excellence, Assessment and Accountability, Partnership Districts, Financial Management, Center for Educational Performance and Information, Michigan Department of Labor and Economic Opportunity – Workforce Development Agency, Post Secondary Education, and Administrative Law. The specialist guides the application development process and provides recommendations on criteria so that each program application is implemented according to developed requirements. The specialist also reviews and processes vendor and DTMB invoicing and prepares cost share documents for MDE accounting.

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: 75**

Manage and oversee application development for Michigan Department of Education program offices and other State of Michigan Agencies to ensure on-time development and funding for programs that serve Michigan's children and students. This position serves as the system expert, development process liaison, and lead for MDE program offices and other State Agencies.

Individual tasks related to the duty:

- Recommends application development criteria and requirements to assist the program office with creating an application that supports state and federal grant program goals and compliance needs.
- Coordinate and liaison with DTMB and vendor development teams for all matters concerning application development.
- Oversees the coordination of and actively participate in requirements meetings with MDE program office subject matter experts and DTMB staff.
- Evaluates DTMB and vendor development by conducting application testing to ensure applications are built to program office specifications and approved requirements to ensure a successful implementation of each program.
- Oversee and lead application testing with State of Michigan program office staff for those applications deemed as complex.
- Review and research all reported issues in production and lower test environments before for reporting to the DTMB development team.
- Conducting testing on returned development items in lower test environments and coordinate testing of items with the program office subject matter experts if necessary.
- Monitor the change request process for all assigned applications.
- Evaluates and tests system code updates received in weekly system updates.
- Utilizes DTMB tracking software to manage and track application development activities, change requests and application issues to confirm tasks are completed.
- Monitor and review DTMB tracking software items are complete and up-to-date for change management and audit compliance.
- Maintains records and prepares correspondence on grant system requirements.
- Conducts special projects and studies for assigned program offices.
- Formulates procedures, policies, and guidelines for NexSys application development and criteria requirements.
- Plan and coordinate the training of new state agency users on the application development, requirements gathering, testing and preparing for implementation processes and procedures.
- Attend team and system related meetings, as appropriate, to support on-going team collaboration and system support and enhancements.
- Serves as the specialist and provides technical expertise for program office staff on all system related inquiries regarding applications assigned in position portfolio.

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

Manage vendor and DTMB invoicing and processes.

Individual tasks related to the duty:

- Analyze vendor and DTMB invoices for accuracy and serve as the liaison between vendor and DTMB on matters of invoicing
- Track and route vendor invoices to obtain authorized approvals.
- Prepare direct cost billings and cost share materials to be utilized by MDE accounting to bill back program offices and cost share.

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

Manage MDE grant system audit tasks to ensure compliance.

Individual tasks related to the duty:

- Conduct the Semi-Annual Audit of NexSys privileged and non-privileged internal system users as required by MDE system security plans.
- Conducts quarterly high-risk transaction reviews to comply with MDE system security audits.
- Conducts annual authorized official security audit to comply with MDE system security audits.

Duty 4**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Manage time allocations for assignments and duties, responding to inquiries from constituents, and coordinating meetings.
 Determine if program change requests fit system guidelines and standard templates and will not change the operation of the core system.
 Review vendor invoices for appropriateness and accuracy.
 Review audit documentation to determine compliance.
 Prioritize requests for help and assistance.

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

Requests for changes to the electronic grant system that require changes to the system standard templates.
 Requests for changes to the electronic grant system that will impact all applications in the system.
 Requests for changes or new processes to be added to the electronic grant system.
 Changes to processes and/or procedures relative to system audits to continue to ensure compliance.
 Review and/or approval of audit tasks that require management review/approval as part of the standard processes outlined for audit purposes.
 Approval of vendor invoices as required by the MDE invoice approval process.

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.

Office environment.
 May require long hours working on the phone and/or with a computer.
 No environmental hazards.

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 NexSys Application System Specialist managing development and overseeing a suite of unique applications in the electronic grant system (NexSys). This specialist manages and oversees each application, researching the custom needs for each, including demographics, up-stream and down-stream system connections including the Registry of Educational Personnel (REP) and other unique functions and nuances of each of the individual applications. This specialist is also responsible for providing expertise on the Office of Educational Supports Consolidated Application. The Consolidated Applications is one of the two most critical and complex applications in NexSys and supports the funding for most all Federal Title programs for districts and their students within the state of Michigan. NexSys is used to manage state and federally funded education grants and school nutrition programs. The electronic grant system is used by MDE, other State of Michigan agencies, school districts, nonpublic schools and other non-school recipients to apply for and receive funding for grants and school nutrition programs and serve Michigan's children and students. This position serves as the specialist for the following offices and agencies: Educational Support, Special Education, Career and Technical Education, Educator Excellence, Assessment and Accountability, Partnership Districts, Financial Management, Center for Educational Performance and Information, Michigan Department of Labor and Economic Opportunity – Workforce Development Agency, Post Secondary Education, and Administrative Law. The specialist guides the application development process and provides recommendations on criteria so that each program application is implemented according to developed requirements. The specialist also reviews and processes vendor and DTMB invoicing and prepares cost share documents for MDE accounting.

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

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

Office of Systems, Evaluation & Technology provides support on various information system, MDE applications and reporting for other organizations that make up Michigan's P-20 infrastructure. This position provides specialist support for the development and management of applications and reports within the Department's grant management system. MDE's electronic grant system is used to manage state and federally funded education grants and school nutrition programs. The electronic grant system is used by MDE, other State of Michigan agencies, school districts, nonpublic schools and other non-school recipients to apply for and receive funding for grants and school nutrition programs and serve Michigan's children and students.

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:

- Professional experience directly related to web-based electronic systems involving large sets of data .
- Experience with MEG+ and NexSys or similar web-based grant management product
- Experience in application and report requirements analysis .
- Knowledge of the types of operational and technical problems involved in the administration of a specialized and highly visible program/system.
- Knowledge of the need, preparation, and use of reports for diverse purposes and diverse audiences.
- Skill in planning, managing, controlling, and delivering complex projects on time and to the satisfaction of multiple audiences.
- Strong analytical and problem-solving skills.
- 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 collaborate with projects involving multiple offices, departments, vendors, and contractors.
- Ability to work in a team environment involving multiple organizations.
- Ability to resolve conflicting high-priority requirements.
- Ability to plan, coordinate, and expedite work projects.
- Ability to interpret complex business rules and regulations.
- Ability to instruct and direct team members and communicate effectively with others, both verbally and in writing.
- Ability to work in a hybrid work environment under time pressures and constraints.
- Ability to ensure accuracy of work through attention to detail.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License.

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.

NA.

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

Appointing Authority

5/21/2025

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