

## 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> TECH, MGMT AND BUDGET - MB
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> State Facilities Administration
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Building Operations
<b>5. Working Title (What the agency calls the position)</b> Facilities Compliance Analyst	<b>11. Section</b> East Region
<b>6. Name and Position Code Description of Direct Supervisor</b> KEEDER, GERALD E; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> UPHAUS, JAMIE; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> State Facilities Administration Bldg. 3111 W. Saint Joseph Street Lansing, MI / M-F 8:00 a.m. – 4:30 p.m. or variation
<b>14. General Summary of Function/Purpose of Position</b>  This position is responsible for providing professional regulatory research and compliance oversight in accordance with the Joint Commission on Accreditation of Healthcare Organizations, Centers for Medicare & Medicaid Services (CMS), National Fire Protection Association (NFPA), Michigan Occupational Safety and Health Administration (MIOSHA), and other regulatory standards across multiple state-operated psychiatric hospitals and juvenile justice facilities within the Building Operations Division of DTMB. This role develops, monitors, and maintains core procedures and policies that support hospital and facility program compliance while consulting with leadership and conducting research and analysis for regional and zone operations. This position manages data collection, performs analysis to produce comprehensive reports, and prepares communications that support program oversight and compliance relative to the division. This position is tasked with regulatory inspections and Environment of Care walkthroughs and collaborates with stakeholders to ensure accurate Capital Outlay requests and prioritization of submissions. This position oversees and analyzes environmental and regulatory compliance activities including emissions permitting, testing, and environmental data review while also leading the evaluation and refinement of maintenance policies and accreditation plans to ensure alignment with EGLE, EPA, and Joint Commission requirements.	

**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: 55**

Analyzes maintenance, inspection, and testing compliance data; research regulatory requirements; evaluates operational and divisional performance to ensure alignment with Joint Commission, CMS, NFPA, MIOSHA, and related standards across state-operated facilities.

**Individual tasks related to the duty:**

- Conducts research, interprets policy and analyzes compliance standards related to the Joint Commission, National Fire Protection Association (NFPA), Michigan Occupational Safety and Health Administration (MIOSHA), and other regulatory authorities.
- Continually reviews and interprets accreditation and regulatory standards, including the Joint Commission Manual, to identify compliance requirements and best practices, and prepares and follows up on Standards Interpretation requests
- Serves as the agency liaison to MDHHS for Joint Commission and CMS complaint investigations and provides expert consultation for required Evidence of Standards Compliance.
- Researches regulatory requirements impacting maintenance operations within juvenile justice facilities.
- Makes recommendations for improvements on processes, policies, and procedures within the division related to Joint Commission standards, state code, federal regulations and program policies
- Develops and maintains compliance frameworks and coordinates with facility administrators to ensure timely execution and audit readiness.
- Establishes and executes compliance reviews of operational procedures; submits asset and maintenance updates to resolve gaps
- Ensures facility compliance with regulatory standards by overseeing required testing and inspection activities; develops and manages comprehensive documentation and lifecycle processes for maintenance, inspections, and testing protocols, including administration of related records within the CMMS.
- Oversees regulatory compliance by establishing and managing standardized documentation requirements for employee records across psychiatric hospitals, ensuring all materials are accessible for Joint Commission review. Develops and oversees processes to maintain required records, reducing the risk of accreditation citations or penalties.
- Oversees maintenance inspection reports and work orders for accuracy and regulatory compliance across psychiatric hospitals. Conducts routine analysis of maintenance activities to ensure adherence to requirements set by authorities such as the Joint Commission, CMS, and the Bureau of Fire Services.
- Manages centralized electronic and physical CAD records for state-operated facilities, ensuring Life Safety features are accurately represented in accordance with Joint Commission and NFPA
- Review maintenance records within state-operated facilities to ensure timely retrieval and evaluation of inspection reports from vendor systems for critical infrastructure components (e.g., fire suppression, fuel sampling, generator load testing, elevator service).
- Reviews Bureau of Fire Services inspection reports to identify required corrective actions and oversees the processes to resolve deficiencies
- Analyzes operational procedures for regulatory compliance, coordinates asset updates with ADM, recommends process improvements, and tracks performance metrics with the Strategies and Solutions team
- Maintains procedures to ensure current building licenses and certifications; leverages multi-source data to identify organizational needs, recommend process improvements, and implement strategies that advance divisional compliance and operational outcomes.

**Duty 2**

**General Summary:**

**Percentage: 30**

Provides research and analysis to zone leadership and maintenance staff within multiple state-operated psychiatric hospitals and juvenile justice facilities managed by the Building Operations Division.

**Individual tasks related to the duty:**

- Coordinates with facility leadership and partners to maintain divisional policies and procedures, provides data-driven consultation on process improvements, and collaborates with maintenance staff to resolve identified deficiencies through informed corrective actions.
- Works with zone leadership and agency partners to manage operational impacts from construction, maintenance, or utility failures and to determine and implement required Interim Life Safety Measure
- Manages Permit to Install and operating-permit procedures and coordinates EGLE and EPA emissions-reporting compliance by overseeing reporting workflows, validating MIEnviro data, and updating emissions factors to ensure regulatory accuracy.
- Evaluates established water management programs to ensure regulations are being met and suggests modifications as standards are updated.
- Collaborates with zone leadership and agency partners to develop, implement and annually review maintenance policies, procedures, and written plans in accordance with EGLE, EPA, and Joint Commission requirements.
- Provides professional consultation during annual completion of the MDHHS Capital Outlay project request submissions and makes recommendations on prioritization lists. References collected data to strengthen requests for maintenance and infrastructure related items impacting operations.
- Participates in the annual condition assessment review of state-operated psychiatric hospitals and juvenile justice facilities managed by the Building Operations Division.
- Attends Design and Construction project meetings to maintain knowledge of infrastructure changes and provide status updates to the Regional Manager.

**Duty 3**

**General Summary:**

**Percentage: 10**

Participates in walkthroughs, regulatory inspections, surveys and investigations for multiple state-operated psychiatric hospitals and juvenile justice facilities managed by the Building Operations Division.

**Individual tasks related to the duty:**

- Collaborates with committee members and agency partners during monthly Environment of Care walkthroughs for all state-operated psychiatric hospitals.
- Participates in Document Review, Life Safety Code Building Tour, Emergency Management, and additionally requested sessions during onsite Joint Commission Surveys.
- Provides all documentation as requested by Life Safety Code Surveyor during onsite inspections.
- Attends Joint Commission and Centers for Medicare & Medicaid Services (CMS) investigations.
- Participates in safety walkthroughs conducted by Health and Safety Services (HSS).
- Retrieves and submits supporting documentation to verify compliance with multiple regulatory authorities as requested.
- Serve as a liaison with the Bureau of Fire Services (BFS).

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Contribute to special projects or other related assignments, in support of the Building Operations Division
- Other duties assigned by management

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

Independent decisions and personal initiative necessary to determine how work assignments can be most efficiently completed.

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

Decisions requiring departure from established policies or guidelines. Decisions that could be perceived as setting or altering Office or DTMB policy. Decisions regarding major funding issues.

**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.**

Prolonged periods of sitting at a computer terminal. Standing, walking, lifting, and bending. Work responsibilities expose this position to high-pressure steam lines, machinery, primary voltage distribution systems, roofs, water, louvers, and cooling tower elevations and high-speed rotating machinery. Possible exposure to chemicals and hazardous materials. Exposure to confined spaces, heights, and temperature extremes.

**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?**

- Ensure compliance with regulatory standards and provide on-site support during inspections and surveys, acting as a liaison with oversight agencies
- Maintain accreditation documentation and manage compliance data in the CMMS, including tracking deficiencies and corrective actions
- Collaborates with developing and implementing maintenance policies, procedures, and plans required for accreditation and regulatory readiness
- Collaborate with leadership, agency partners, and vendors to support consistent compliance practices, strategic initiatives, and process improvements

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

New position.

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

The function of the work unit is to provide a safe, comfortable, and cost-effective facility to allow our customers to provide their designated services to the people of the State of Michigan, and to preserve the investment of the State of Michigan, DTMB. This position supports that mission by helping to ensure compliance with regulatory standards, maintaining accreditation documentation, and managing data related to facility operations. It plays a key role in preparing for inspections, tracking deficiencies, and supporting the development of policies and procedures that uphold accreditation and safety standards. This position will provide customer service with courtesy, respect, and attention to detail, work cooperatively with staff and ensure a positive and helpful outcome to projects

**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
- the principles of administrative management, including budgeting techniques, office procedures and reporting
- 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
- federal, state and departmental laws, rules, practices, methods and procedures related to work
- industry standards regarding costs, conditions, and best practices
- building construction concepts, processes, and procedures
- hospital security and safety related matters
- The Joint Commission standards for environment of care, life safety, and emergency management as they relate to facility maintenance and repair

Ability to:

- organize and coordinate the work of others
- set priorities and assign work to other professionals
- communicate effectively through written and oral means
- analyze, synthesize and evaluate a variety of data for use in program development and analysis
- analyze and assess operations from the standpoint of management controls, systems and procedures
- interpret laws, rules and regulations relative to the work
- learn and use computer processes
- communicate effectively and maintain positive employee, customer and public relations
- understand and carry out the terms and conditions of contractual agreements

maintain records, and prepare reports and correspondence related to the work

**CERTIFICATES, LICENSES, REGISTRATIONS:**

NA

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.*

MICHAELA FABUS-MAIN

3/17/2026

\_\_\_\_\_  
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