

State of Michigan  
Civil Service Commission

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

Position Code 1. DEPTALTE
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### 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 TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Facilities Administration
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Building Operations Division
5. Working Title (What the agency calls the position) Cadillac Place Retail/Resident Support Analyst	11. Section East Region
6. Name and Position Code Description of Direct Supervisor KEEDER, GERALD E; STATE ADMINISTRATIVE MANAGER-1	12. Unit Cadillac Place
7. Name and Position Code Description of Second Level Supervisor UPHAUS, JAMIE; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Cadillac Place, 3044 W. Grand Blvd., Detroit, MI / 8:00 A.M. – 5:00 P.M. (or some variation)
14. General Summary of Function/Purpose of Position <p>This position supports daily operations at Cadillac Place, the largest DTMB-managed facility and the only one with public retail space. This position maintains communication with retail vendors, business tenants, and government occupants to ensure activities align with State of Michigan guidelines. Key duties include working with zone leadership on guest services, tracking occupancy and tenant needs, maintaining building directories, and preparing communications and reports. The role also supports contracts and projects by gathering data, compiling metrics, and monitoring compliance in coordination with DTMB Procurement, the Real Estate Division (RED), and the BOD Facilities team. Under zone leadership, this position helps ensure efficient facility operations, supports historic preservation, meets the needs of retail, business, and government occupants, and produces Cadillac Place marketing materials as needed.</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: 55**

Retail, Business, and Local Government Resident Analyst

**Individual tasks related to the duty:**

- Coordinates with zone leadership in working with DTMB/SFA Real Estate Division to identify and evaluate prospective retail vendors
- Provide site tours of prospective public retail space
- Provide initial analysis and review recommendations on prospective occupants regarding requirements and options for leased space
- Maintain up-to-date knowledge of applicable codes and regulatory requirements, including construction standards, occupancy regulations, and relevant city ordinances.
- Supports resident communication on building needs and issues
- Maintain communications with tenants on building news and updates
- Mediate quarterly vendor meetings and ensure representation from DTMB areas of concern and provide meeting minutes to supervisors
- Consults with leadership in addressing tenant inquiries and concerns
- Compiles retail survey results and creates reports that are shared with BOD and RED (Real Estate Division) leadership
- Maintains the database on occupants in facility
- Work with SSD (Strategies and Solutions Division) to draft and distribute building notifications to employees, residents, and guests
- Consults with zone leadership on maintaining records on resident occupancy levels and availability
- Attend area commerce group meetings and make recommendations to BOD management on retail or marketing strategies

**Duty 2****General Summary:****Percentage: 20**

Guest Services Support Coordinator

**Individual tasks related to the duty:**

- Works with residents and compile recommendations for establishing guidelines for their guests
- Assist with planning guest traffic flow by collecting data on resident needs and preparing draft proposals for zone leadership's review
- Maintain and update building directories
- Assist residents in coordinating marketing events to ensure compliance with State of Michigan guidelines and to provide event planning support
- Assists in preparing educational and informational materials such as flyers, pamphlets, PowerPoint presentations, website content, pictures, etc.
- Conduct building tours, highlighting the building's historical significance

**Duty 3****General Summary:****Percentage: 20**

Cadillac Place Project and Contract Support

**Individual tasks related to the duty:**

- Research and monitor compliance of City of Detroit regulations on Cadillac Place projects and contracts and report findings to zone leadership
- Support communication and coordination with the City of Detroit for inspections and related activities by preparing materials and assisting during site visits to Cadillac Place
- Compile and provide metrics on contract status, project progress and building compliance for zone leadership review
- Work closely with DTMB Procurement to identify contract terms and coordinate with Cadillac Place staff, partners, and contractors to ensure compliance
- Assist in preparing recommendations for change orders based on the unique needs of Cadillac Place
- Attend project planning meetings to take notes and track potential issues and preliminary concerns related to vendor occupant needs or landmark status requirements
- Gather and organize information related to Capital Outlay requests based on vendor occupancy needs and landmark status preservation
- Work closely with Cadillac Place zone leadership to request and allocate funding for urgent facility needs
- Assist in reviewing facility maintenance, service, and lease contracts to ensure there are no conflicts with vendor occupant needs or landmark requirements

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

Other Duties as assigned

**Individual tasks related to the duty:**

- Support the Cadillac Place zone leadership by assisting with tasks related to building, division, or agency needs as directed by supervision
- Assist in customer service efforts by tracking inquiries, documenting concerns, and helping facilitate problem resolution
- Contribute to special projects or other related assignments, in support of the Building Operations Division
- Assist in program planning, policy, and procedures development regarding Cadillac Place operations
- Supports compliance efforts with the National Historical Landmark Program by gathering documentation and assisting in the review of landmark status guidelines

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.**

This position will be required to travel. 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?**

- Assist with coordination of retail space in partnership with RED and zone leadership
- Support site tours and communications with prospective retail vendors
- Maintain vendor occupancy records and prepare basic metrics and reports
- Help coordinate programs addressing vendor or occupant concerns
- Track City of Detroit regulations and assist with compliance documentation
- Support Capital Outlay requests by gathering data on occupancy and facility needs
- Assist in creating materials that promote the historical significance of Cadillac Place
- Build collaborative relationships with internal teams, vendors, and tenants
- Maintain working knowledge of construction, occupancy, and city codes
- Excellent verbal and written interpersonal skills
- Communicate clearly, stay organized, and support multiple projects under supervision

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

New.

**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 provide maintenance and construction services on buildings to preserve the investment of the State of Michigan, DTMB. This position assists BOD, RED, and DTMB's Director's Office in the operations of this state occupied building, supporting resident and guest needs. This position works closely with management and supervision performing professional research and analysis assignments in support of zone operations. The employee will provide customer service with courtesy, respect, and attention to detail, work cooperatively with staff, residents and leadership to ensure 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.
- principles of administrative management, including budgeting techniques, office procedures and reporting.
- 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.

**Ability to:**

- 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.
- analyze and assess operations and programs.
- 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

4/8/2026

\_\_\_\_\_  
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.***

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Employee

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Date