

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. DEPTALTE

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 STATE POLICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Information and Technology Bureau
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Office of Highway Safety Planning
5. Working Title (What the agency calls the position) State Funding Program Coordinator	11. Section Planning Section
6. Name and Position Code Description of Direct Supervisor SHINEVAR, EMILY J; DEPARTMENTAL MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor SLEDGE, ALICIA M; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48821 / Monday-Friday 8 a.m. to 5 p.m.

14. General Summary of Function/Purpose of Position

This position is responsible for the Secondary Road Patrol (SRP) and Accident Prevention Program, established by Public Act 416 of 1978. This position has statewide responsibility for the progress and compliance of the SRP Program for the Office of Highway Safety Planning (OHSP). This position provides oversight of project agreement submissions, monitors project details throughout each fiscal year, develops updated application processes for review and maintenance of the state's SRP budgetary information and accurate distribution. This position works with managerial, fiscal, and external applicant staff regarding all facets of the SRP program and must continually develop and analyze functions within the program to accommodate changing laws, policies, and procedures. This position also coordinates the administration of the Truck Safety Fund, established by Public Act 348 of 1988, with the state-funded money managed by the Michigan Truck Safety Commission (MTSC) and administered by the OHSP. This position requires comprehension and presentation of budgetary information pertaining to the MTSC project funds. This position functions in a bias-free manner.

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: 65

Responsible for the Secondary Road Patrol (SRP) and Accident Prevention Program.

Individual tasks related to the duty:

- Interprets existing and proposed laws, policies, and procedures as they relate to the SRP program.
- Researches, collects, consolidates, analyzes, and maintains program data necessary to meet program reporting and evaluation requirements, and the goals of the SRP program.
- Designs and implements methods for SRP program review, evaluation, and cost analysis.
- Enter funding allocations for each county into the Michigan Grants System (MGX).
- Review and approve SRP Program project agreement applications to assure compliance with rules and regulations established by state, department, and division for financial management, such as compliance with Maintenance of Effort (MOE) requirements.
- Analysis of accurate budgetary communication, including funding and enforcement/statistical reports, to the Division, the MSP, the legislature, and the Michigan Sheriff's Association (MSA)
- Proposes, develops, and prepares policy materials, operations manuals, and supporting instructions.
- Coordinates and creates the statutorily required annual report for SRP Program.
- Participate in SRP Program closeout process, reconciliation of all tracking accounts, and ensure final reporting and preparation of the legislatively required report.
- Offer recommendations to counties for improving and controlling program assets.

Duty 2

General Summary:

Percentage: 20

Responsible for the Michigan Truck Safety Commission (MTSC) programs.

Individual tasks related to the duty:

- Provides consultation to and coordinates the Truck safety program with the Michigan Truck Safety Commission, state and federal agencies, other boards and commissions, private or public organizations, and communities.
- Interprets existing and proposed laws, policies, and procedures as they relate to the Truck program.
- Review and approve Truck Fund project agreement applications to assure compliance with rules and regulations established by state, department, and division for financial management.
- Reviews Michigan Truck Safety Commission (MTSC) contracts and applications for compliance with state regulations, and coordinates program year-end activities.
- Coordinates and creates the statutorily required annual report for the MTSC.
- Attend MTSC meetings and present information as requested, including project financial reports.
- Recommends criteria, standards, and guidelines to assess agencies' program structures and determines their compatibility with the objectives and priorities of the state program area.

Duty 3

General Summary:

Percentage: 10

Conduct monitoring reviews of state-funded projects and contracts for the OHSP through direct reporting, site visits, and other appropriate methods.

Individual tasks related to the duty:

- Develops methodology, processes, and procedures for monitoring OHSP state-funded grants with established project guidelines.
- Develops, implements, and maintains systems to ensure the effectiveness, reliability, and integrity of the OHSP Monitoring Review process.
- Evaluates contracts for compliance with laws, department policies and procedures related to local grant program plans and budgets; recommends needed revisions.
- Evaluates project agreements for compliance with laws, department policies and procedures related to local grant program plans and budgets; recommends needed revisions.
- Prepares records and summaries of the results of the annual Monitoring Review process for OHSP leadership team.
- Provide recommendations on corrective action plans as required.
- Recommends criteria, standards, and guidelines to assess program structures and determines their compatibility with the objectives and priorities of the state program areas.
- Analyzes on-going program operations, including the OHSP web pages, and recommends modifications to achieve greater efficiency and effectiveness.

Duty 4

General Summary:

Percentage: 5

Other Duties as assigned.

Individual tasks related to the duty:

- Performs professional research and analysis assignments for OHSP state-funded programs, including evaluation of current quality performance.
- Participates in the development of project plans, business requirements, and related documentation for new and existing state-funded procedures.
- Assists OHSP fiscal staff and OHSP Grant System Specialist in various aspects including creative projects, system enhancements, and other tasks.
- Attends training both in-state and out-of-state to further professional skills and development.
- Participates in division staff, section, planning, and other meetings.

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

Make decisions regarding the interpretation of existing policies and procedures as they relate to the SRP and MTSC program developments. Analyze processes and make recommendations regarding enhancements to make the programs as efficient as possible. Approve reimbursement requests and enforcement/statistical reports each month. Use existing policies and procedures to monitor application and reporting processes to determine compatibility with the Office of Highway Safety Planning needs and compliance with state regulations. These decisions have a statewide impact on all 83 county sheriff departments. Determine eligibility of budget items for funding with state restricted fund monies to county sheriffs and organizations receiving funding from the MTSC. Perform training and assistance on program requirements to each awarded agency.

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

When a decision might conflict with state regulations, OHSP policy or MSP position; or might result in negative publicity for OHSP or MSP.

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. Some state-wide travel.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

Provide direction, analysis, and oversight for OHSP state-funded programs: SRP and MTSC/Truck Safety Fund. This includes, but is not limited to project agreement submissions, financial reimbursement requests, enforcement/statistical reports, application processes, and maintenance of the state's SRP budgetary distribution information.

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 Office of Highway Safety Planning is responsible for administration and oversight of approximately \$30 million in federal and state grant funds annually. This position helps to assure the financial and programmatic integrity of the SRP Program, which accounts for approximately \$15 million in state-funded grants, and \$4 million dollars from the MTSC.

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.

Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.

Knowledge of 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.

Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs.

Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.

Knowledge of the economic, social, political, and business conditions of the state.

Knowledge of the legislative process and governmental organization and structure.

Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.

Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.

Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.

Ability to prepare requests for proposals and program agreements.

Ability to organize, evaluate, and present information effectively.

Ability to interpret laws, rules, and regulations relative to the work.

Ability to formulate plans, procedures, and controls in a program or service area.

Ability to learn and utilize computer processes.

Ability to design forms.

Ability to maintain favorable public relations.

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

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.

SAMANTHA SMITH

9/10/2026

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