

## 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> EDUCATION
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Finance and Operations
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Office of Health and Safety
<b>5. Working Title (What the agency calls the position)</b> Departmental Analyst 9-P11	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> HUTCHINS, SCOTT M; EDUCATION CONSLTNT MGR-5	<b>12. Unit</b> School Behavioral Health
<b>7. Name and Position Code Description of Second Level Supervisor</b> VACANT; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 608 W. Allegan St. Lansing, MI. 48933 / 8:00am-5:00pm, Monday-Friday

**14. General Summary of Function/Purpose of Position**

This position serves as the Departmental Analyst for the Office of Health and Safety, School Behavioral Health Unit. This position supports the function of the work area through creation, analysis, and monitoring of the use of the NexSys and GEMS/MARS application and reporting systems and will be responsible for providing technical assistance such as analyzing program information to make determinations about the allowability of expenditures by program grantees, communicating timelines in a variety of formats, determining if extensions are appropriate, and resolving issues/problems with applications. This position will also be responsible for direct verbal, written, formal, and informal communication with intermediate districts, local school districts, institutions of higher education, and communities on topics such as, but not limited to, Michigan Profile for Healthy Youth (MiPHY), Youth Risk Behavior Survey (YRBS), SMART Internship grant program, and other programs intended to improve the health and/or safety of students. Duties include collecting, analyzing, and evaluating program data; preparing reports; conducting outreach; and assisting with trainings and workshops.

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: 70**

Create, analyze, and monitor the use of the NexSys and GEMS/MARS application and reporting systems, including formal, informal, written, and verbal communication with applicants.

**Individual tasks related to the duty:**

- Coordinate with NexSys and GEMS/MARS staff to design grant applications and reports.
- Serve as a resource for approval of grant design and report layout development.
- Create applications within the NexSys and/or GEMS/MARS system.
- Determine timelines for grant application cycles.
- Research, collect, consolidate, analyze, and maintain program data necessary to fulfill grant reporting and evaluation requirements.
- Implement methods for program monitoring and evaluation.
- Analyze applications to ensure each application meets all the state and federal grant requirements established in the application guidelines.
- Determine grantee compatibility with the objectives and priorities of grant requirements.
- Analyze the application process from the lens of continuous improvement and develop alternative strategies to address and resolve varied application issues and problems.
- Develop guidance documents and application review materials as required.

**Duty 2**

**General Summary:**

**Percentage: 25**

Provide direct technical assistance and support to intermediate districts, local school districts, communities, and institutions of higher education related to the Michigan Profile for Healthy Youth (MiPHY), the Youth Risk Behavior Survey (YRBS), the SMART Internship grant program, and other programs intended to improve the health and/or safety of students.

**Individual tasks related to the duty:**

- Develop training modules for field representatives.
- Develop project requirements as it relates to the Michigan School Health Survey System.
- Recommend alternative strategies to address and resolve issues and problems with surveys housed on the Michigan School Health Survey System, as well as issues with the system itself.
- Serve as a resource for all marketing materials for the Michigan School Health Survey System and the individual surveys.
- Evaluation of documentation and supportive program materials.
- Create, maintain, and continually refine the growing list of partners associated with the Michigan School Health Survey System and SMART Internship grant program.
- Analyze on-going Michigan School Health Survey System operations and recommend modifications and improvements to achieve greater efficiency and effectiveness of the system.
- Analyze data and prepare narrative reports and associated correspondence related to the Michigan School Health Survey System and SMART Internship grant program.
- Use available data to inform decision making within the School Behavioral Health Unit.

**Duty 3**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Other duties as assigned.

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

Methods of research and analysis used to determine program activity progress and recommendations based on interpretation of required guidelines are decided independently. Programs implemented by project grantees are affected by these decisions.

Independent decisions are also made to interpret needs and provide solutions to technical support issues and advice on the functions of MiPHY and YRBS. Participating school districts and users are affected.

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

Final approval of grant funds.  
Decisions that would have a significant impact on program activity.

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.

Normal office environment; no unusual physical or strength-related requirements.

Travel, including overnight stays within the state as well as out of state, is required. Travel is reimbursed per State of Michigan instruction. State of Michigan vehicles can be used for business purposes only. Travel schedules are determined by employee in conjunction with their supervisor. Must maintain valid driver's license.

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?

This position supports the function of the work area through creation, analysis, and monitoring of the use of the NexSys and GEMS/MARS application and reporting systems. This position also provides assistance and support to intermediate districts, local school districts, institutions of higher education, and communities on topics such as, but not limited to, Michigan Profile for Healthy Youth (MiPHY), Youth Risk Behavior Survey (YRBS), SMART Internship grant program, and other programs intended to improve the health and/or safety of students.

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 Health and Safety provides training and technical assistance for school health and safety initiatives such as school climate and culture, health and physical education, HIV and sex education, mental health, school nursing, school safety, and bullying prevention.

The Office of Health and Safety administers school health and safety programs. Each program has required applications, monitoring and reporting, as well as training/technical assistance and outreach or program development requirements. This position provides a coordinated approach to the mission of improving health and safety outcomes for Michigan's children, using key partnerships and other office leaders for the successful implementation of health and safety programs. The person in this position is responsible for the positive professional culture, climate of trust, and organizational health that is the pathway toward meeting these goals.

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 initiation, development, accomplishment, and evaluation of public programs or services.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to organize, evaluate, and present information effectively.
- Ability to learn and utilize computer processes.
- Ability to maintain favorable public relations.
- Ability to organize, evaluate, and present information effectively, both orally and in writing.
- Ability to set priorities.
- Ability to design forms.

**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.**

Please establish: This position serves as the Departmental Analyst for the Office of Health and Safety, School Behavioral Health Unit. This position supports the function of the work area through creation, analysis, and monitoring of the use of the NexSys and GEMS/MARS application and reporting systems and will be responsible for providing technical assistance such as analyzing program information to make determinations about the allowability of expenditures by program grantees, communicating timelines in a variety of formats, determining if extensions are appropriate, and resolving issues/problems with applications. This position will also be responsible for direct verbal, written, formal, and informal communication with intermediate districts, local school districts, institutions of higher education, and communities on topics such as, but not limited to, Michigan Profile for Healthy Youth (MiPHY), Youth Risk Behavior Survey (YRBS), SMART Internship grant program, and other programs intended to improve the health and/or safety of students. Duties include collecting, analyzing, and evaluating program data; preparing reports; conducting outreach; and assisting with trainings and workshops.

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

DANIEL CLARK

\_\_\_\_\_  
Appointing Authority

1/24/2024

\_\_\_\_\_  
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