

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 - IT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Center for Shared Solutions
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division eMichigan
5. Working Title (What the agency calls the position) Departmental Analyst 9-11	11. Section Geospatial, Web, and Data Services
6. Name and Position Code Description of Direct Supervisor HOLMES, MARK E; STATE DIVISION ADMINISTRATOR	12. Unit Office of Technology Partnerships (OTP)
7. Name and Position Code Description of Second Level Supervisor PAULEY, SUZANNE C; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 111. S. Capitol Ave., 10th Floor, Lansing / Hybrid Work Schedule, 8:00 a.m. to 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position serves as a customer liaison between the State of Michigan and its external partners including Federal, State, Tribal and Local governments, K-12 and higher education, and not-for-profit organizations. This position is responsible for conducting professional assignments and outreach efforts as directed to foster cross-boundary technology collaboration partnerships, and cross-boundary geospatial collaboration partnerships.

This position also provides specific program support to Center for Shared Solutions special projects and grant activities, to include researching and applying for grant opportunities, organizing and attending program/grant meetings and workshops, providing technical recommendations for program/grant activities, maintaining program/grant relationships, and other program activities as assigned. This outreach can include communication and collaboration with partners on statewide geospatial programs as the Michigan Statewide Authoritative Imagery and LiDAR (MiSAIL) program, statewide GIS data exchange programs, and statewide GIS data development projects.

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

Provides day to day support for special projects, programs, and grants in alignment with the Office of Technology Partnerships outreach and education activities.

Individual tasks related to the duty:

- Develops and provides recommendations on programmatic improvements, issue resolution, and work plans.
- Provides consultation and manages program Outreach and Education Plans.
- Develops and maintains program social media accounts and content.
- Develops and maintains customer databases.
- Develops and manages online surveys to evaluate programs and services.
- Provides technical recommendations for programmatic activities.
- Prepares reports and authors correspondence in support of programmatic activities.
- Prepares PowerPoint presentations and speaking notes for internal meetings, legislative briefings and other engagements.
- Plans, schedules, and organizes regional meetings, workshops, and other customer-relationship activities.
- Conducts research and provides recommendations on potential new projects to determine project feasibility, including technical specifications, financial implications, and customer/market analysis.
- Conducts research and provides recommendations on potential grant and other funding opportunities.
- Provide outreach support, including attending virtual or in-person meetings with stakeholders, for technology programs including geospatial projects being coordinated by the division

Duty 2

General Summary:

Percentage: 15

Serves as a customer liaison between the State of Michigan and its external partners including Tribal, Federal, State, and Local governments, K-12 and higher education, and not-for-profit organizations.

Individual tasks related to the duty:

- Attends meetings to represent DTMB, the Center for Shared Solutions, and the Office of Technology Partnerships.
- Monitors, manages, and responds to multiple customer-facing listservs.
- Provides written, verbal, and face-to-face communications with external partners to foster collaboration, exchange information, and resolve issues.
- Conducts administrative assignments and outreach efforts, as directed, to foster cross-boundary technology collaboration and partnerships.

Duty 3

General Summary:

Percentage: 5

Assists in monitoring the effectiveness of the Center for Shared Solutions Office of Technology Partnerships by maintaining metrics.

Individual tasks related to the duty:

- Monitors Stakeholder participation and service utilization.
- Develops and manages online surveys to evaluate programs, services, and customer feedback.
- Maintains databases and provides summary reports.
- Tracks the office metrics with regard to programmatic goals.
- Evaluates data and recommends programmatic and service improvements.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Coordinates, writes, submits, and monitors grant opportunities.
- Assists Human Resources with recruitment efforts at career events across the State of Michigan.
- Other duties related to the Geospatial, Web, and Data services Division

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

Routine responses to citizen, vendor, and local/state/federal/Tribal agency inquiries that do not affect budget, staffing, policy or sensitive information. Posting of standard content for online resources and programmatic presentations. Tactical decisions that do not affect budget, staffing, policy, or sensitive information.

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

Decisions regarding budget, staffing, policy, and sensitive information.

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 travel and public speaking may be required.

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):

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|---|--|
| ☐ 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?

Position is a key point of contact for external partners including Federal, State, and Local governments, K-12 and higher education, and not-for-profit organizations. The position requires professional demeanor and excellent communication skills to support programmatic activities and foster a collaborative environment. The position necessitates both independent work with limited oversight or supervision, as well as the ability to perform in a team setting.

Competencies: Adaptability, Communication, Contributing to Team Success, Customer Focus and Planning and Organizing Work

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

The essential duties and tasks of this position have not changed, the update is to the general summary identifying the positions Planning and Organizing Work competency. Duty 1 has added an additional task and updates were made to Knowledge, Skill and Abilities.

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

The Office of Technology Partnerships provides leadership and technical expertise for the collaborative development, implementation, and promotion of shared IT solutions across government, education, and other not-for-profit entities. The mission enables government to more effectively and efficiently serve the citizens and customers of the state.

This position will assist with research/analysis, communications, and professional assignments related to the mission of the Office of Technology Partnerships.

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 inter- and intra- governmental coordination.
- Knowledge of geospatial technology
- Knowledge of ESRI ArcGIS Pro and ArcGIS Online
- Knowledge of orthoimagery and LiDAR
- Knowledge of information technology concepts. Public relations skills.
- Ability to manage within a large and complex organization.
- Ability to present to stakeholder groups
- Ability to facilitate and lead meetings or workshops
- Ability to communicate effectively, especially relating to technical matters.
- Self-motivation and initiative.
- Ability to prioritize competing work tasks and manage time effectively.

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.

SHANITRA FLUELLEN

Appointing Authority

9/17/2026

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