

**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 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
5. Working Title (What the agency calls the position) Health and Safety Services (HSS)Program Support Analyst	11. Section Health and Safety Services
6. Name and Position Code Description of Direct Supervisor RICHARDSON, THOMAS J; STATE ADMINISTRATIVE MANAGER-1	12. Unit Health and Safety Services
7. Name and Position Code Description of Second Level Supervisor TURNQUIST, MICHAEL A; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work / 8-5

14. General Summary of Function/Purpose of Position

This position provides oversight, research, assistance, analysis, and policy development on Health & Safety Services (HSS) programs for the State Facilities Administration (SFA) divisions including Building Operations (BOD) Design and Construction (DCD), Strategies and Solutions (SSD), Real Estate (RED), and their 400+ state employees.

This position will administer and manage comprehensive job hazard assessments, site specific surveys, PPE evaluations and assessments, evaluating and enhancing facility emergency procedures, and conducting fire drills and incident/accident investigations.

This position will serve as a liaison in all matters, services, and projects that involve a health or safety component or requirement. This position works closely with SFA Leadership, licensing agencies, MIOSHA representatives, and other health and safety professionals in performing professional research and consultation.

This position will develop and administer processes to communicate regulation and licensing requirements, work with designated partners to ensure compliance, track and maintain data on compliance, and provide related reports and data-reporting services.

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: 50

Perform research, surveys, analysis, and recommendations in support of HSS programs, policy development, and ongoing administration or HSS programs such as: Job Hazard Analysis, Fire and Tornado Drills, Environmental Health, Facility Safety Surveys, Safety Orientation, etc.

Individual tasks related to the duty:

- Annually review and research federal and state guidelines for HSS programs and processes and advise leadership as needed on modifications
- Research the development and deployment of any new HSS program
- Annually review HSS policies and recommend change if needed
- Develop new HSS policies and processes as delegated through research and consultation with leadership and stakeholders
- Manage on-site HSS surveys and assessments – such as accident/incident investigations, Job Safety analysis, Personal Protective Equipment Assessments, Work Hazard Assessments, etc.
- Track results, provide data overviews, and recommend strategies for correcting deficiencies.
- Plan, schedule, and provide on-site administration of fire & tornado drills in compliance with MIOSHA standard. This includes maintaining data on completed drills and creating reports and/or data sources for inquiry responses.
- Research technology and software options that could positively impact the safety and health of DTMB tenants, visitors, and employees and provide overviews to SFA and HSS Leadership
- Propose, develop and prepare operation manuals and supporting instructions for HSS programs and processes
- Prepare reports and overviews of HSS programs and issues
- Liaise with BOD regarding monthly maintenance scheduling of HSS required maintenance

Duty 2

General Summary:

Percentage: 30

HSS Internal and External Liaison, Representative, and Advisor

Individual tasks related to the duty:

- Liaise with BOD leadership and staff to determine HSS program and service priorities
- Represent HSS in Joint Focus Meetings, Key Contact Meetings, and in interagency meetings that require HSS input or consultation
- Represent HSS in executive office or legislative inquiries
- Liaison with SFA leadership and health and safety professionals to provide advisor briefings on proposed Executive Directives, Executive Orders, and legislation
- Represent HSS and SFA when liaising with MIOSHA and LARA on inspections, queries, and code interpretations

Duty 3

General Summary:

Percentage: 10

Oversee Regulation and Licensing Requirements and Compliance

Individual tasks related to the duty:

- Oversee new and renewal certification for forklift, aerial lift, and heavy equipment operators
- Assist with determining administrative compliance with Licensing and Regulatory Affairs – Bureau of Fire Services facility requirements
- Track MIOSHA and LARA licensing and certification requirements and liaise with designated licensing and regulation compliance contacts in Building Operation to monitor, track, and report on adherence.
- Annually review regulation, licensing, and certification guidelines and provide updates to affected staff
- Provide meaningful communication, data, and guidance to stakeholders

Duty 4

General Summary:

Percentage: 10

Other duties as assigned

Individual tasks related to the duty:

- Performs related work as assigned
- Provide CPR certification
- Assist in training DTMB Building Operations Division staff related to HSS procedures

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

Determines work priorities, scheduling and compliance issues under the broad guidance of the program manager and existing policies and procedures.

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

Payment authorization, unclear department directive or conflicting priorities

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.

- Work is performed in office and field settings and does require regular in-state travel.
- Work is classified as light duty under U.S. Department of Labor definition and may involve standing, walking, bending, lifting, sitting, and other movements. Field work can result in being exposed to hazardous situations regarding environmental, health and safety issues. Appropriate actions are to be taken to avoid these exposures and reduce risk. Position involves travel by car to various locations.

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):

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

- Supports HSS programs in all phases of program administration
- Provide Health and Safety Services program support to DTMB-managed facility staff
- Conduct surveys and research on HSS matters and make recommendations for modifications as needed
- Other duties as assigned

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?

HSS provides information, assistance, and services designed to promote employees' and visitor safety, health, and well-being while on the job and visiting our managed facilities. Health and Safety Services also coordinates activities and accommodations as required by Title II of the Americans with Disabilities Act.

This position will administer or support HSS' programs including accident and incidents process, environmental safety processes, surveys, research, comparative research, adhering to established guidelines and reporting requirements, and through liaison in key partners.

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:

- Ability to communicate effectively; verbally and in writing
- Knowledge on the principles and practices of research and analysis Ability to plan, coordinate and act independently on projects
- Some knowledge of health and safety practices is desirable

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

MICHAELA FABUS-MAIN

8/28/2025

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