

<b>Position Code</b> 1.
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**State of Michigan**  
**Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form 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>
	Health and Human Services
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
	Policy, Planning, and Operational Support (PPOS)
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
	Victim Services
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
DVS Department Analyst (Analyst 9-P11)	Division of Victim Services
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Twanisha Glass	Division of Victim Services
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Elizabeth Nagel	Grand Tower, 235 S. Grand, Lansing, 8:00a.m. – 5:00 p.m. M-F Option for remote by agreement
<b>14. General Summary of Function/Purpose of Position</b>	
<p>The Division of Victim Services manages over 480 subrecipients contracts/grants and interagency agreements with a budget of more than \$120 million. The Grant/Contract Analyst position is responsible to serve in the development of Requests for Proposals (RFP) for specified crime victim grant/contract services, evaluation of local entity grant/contract applications, and support monitoring grant/contract services to assure program and fiscal compliance with state and federal requirements.</p> <ul style="list-style-type: none"> <li>• Support all aspects of program development, budgeting, bidding and contract establishment, and administration for grants and coordination with the Division of Victim Services contract team.</li> <li>• Recommend alternative strategies to address and resolve a variety of program implementation issues and problems.</li> <li>• Collect and maintains all records regarding service delivery and prepares required reports.</li> </ul>	

**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 of Duty 1**                      **% of Time 65%**

Victim Service Coordination - As a department analyst in the program office, serves on the victim services grant administration team. The team coordinates provision of contracts to assist crime victims throughout Michigan.

**Individual tasks related to the duty.**

- Review existing laws and regulations and ensure that contracts and service data reported are consistent with those regulations and make recommendations to the Division contract coordination team regarding possible revisions.
- Review contractor budgets for allowable and eligible costs consistent with federal and state funding requirements and written Division guidelines and regulations.
- Process contract amendments, as needed, to address changes in service needs.
- Analyze programmatic and financial reports submitted by community crime victim services organizations for accuracy and make recommendations regarding changes.
- Assist in the completion of the annual grantee risk assessment

Duty 2

**General Summary of Duty 2**                      **% of Time 15%**

Victim Services Planning - As a department analyst in the program office, assesses service needs, and develops and implements plans to ensure 24 hour crisis intervention, emergency shelter, counseling, and advocacy services through the state to crime victims and their dependent children.

**Individual tasks related to the duty.**

As a member of the Division contract team, participate in:

- Develop initial drafts of requests for proposals (RFP) to address service gaps, review and rate RFPS, and prepare clarifying follow up proposal questions.
- Work with Statewide grantees, as needed, in the development of the crime victim needs assessment/funding gap analysis.
- Design and conduct surveys or special studies as needed to determine needs and to assist in planning, implementing and evaluating programs and services.
- Assist in writing federal discretionary grant applications and budget development, as needed to address funding gaps and/or special projects.

Duty 3

**General Summary of Duty 3**

**% of Time 15%**

Participate as a member of the Division contract team in providing Statewide technical assistance and training.

**Individual tasks related to the duty.**

As a member of the Division contract team, participate in:

- Review webinars specific to contract compliance and best practices.
- Maintain an up-to-date library of webinars specific to new and emerging issues, common contract administrative challenges, etc.
- Assist in the design and implementation of Statewide training specific to grant implementation and administration.
- Interpret and explain federal and state law, policies and procedures for grantees as they relate to a program or service area.

Duty 4

**General Summary of Duty 4**

**% of Time 5%**

Miscellaneous duties as assigned.

**Individual tasks related to the duty.**

- Staff on-site contract and quality assurance reviews throughout the State as needed.
- Work in partnership with the Division Audit and Quality Assurance teams in addressing financial and programmatic issues identified in on-site visits and desk reviews.
- Work in partnership with Division financial staff to ensure appropriate documentation and in finalizing funding plans.
- Participate in workgroups to create and propose policy and procedural changes to management.

Duty 5

**General Summary of Duty 5**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

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Duty 6

**General Summary of Duty 6**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

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

After training, the position will function as a part of the Division contract team and will coordinating activities with other professional staff and resolving related work problems to ensure consistency across the Division.

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

Recommendation for final approval of grant or contractual payments to providers, final award of grants or contracts to service providers.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

May require evening or weekend work.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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?**

This position is responsible for assigned grants/contracts administration assigned and for technical assistance/training contracts. For the assigned contracts, the position reviews budgets for service delivery, monitors grant/contract reporting requirements, recommends grants/contracts for funding and provides technical assistance to domestic violence and sexual assault service providers.

**23. What are the essential functions of this position?**

The Division of Victim Services is funded through a variety of state and federal funds aimed at improving services for crime victims. The Division contract coordination team is responsible for all aspects of contracting for crime victim services.

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

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

The Division of Victim Services is funded through a variety of state and federal funds aimed at improving services for crime victims. The Division contract coordination team is responsible for all aspects of contracting for crime victim services and assisting in day-to-day administrative duties of the contract coordination team.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

**EDUCATION:**

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of crime victim interventions, non-profit management, knowledge and skills using personal computer-based grant management systems, spreadsheets, and word processing software. Oral and written communication skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

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

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

*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's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**