

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTALTA

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 MILEAP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Higher Education
4. Civil Service Position Code Description Departmental Analyst-A	10. Division Data and Evaluation
5. Working Title (What the agency calls the position) Compliance Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor HASAN, TUBA; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor SZURPICKI, SARAH L; DEPUTY DIRECTOR OF HIGHER EDUCATION	13. Work Location (City and Address)/Hours of Work 105 W. Allegan St. Lansing, MI 48933 / Hybrid- Monday-Friday 8:00am-5:00pm

14. General Summary of Function/Purpose of Position

This professional position serves as a recognized resource for state scholarships and grants administered by MiLEAP Office of Higher Education. This position is responsible for monitoring compliance with programmatic policies and procedures, and conducting program reviews at all colleges, universities, and training providers that receive payments from any State scholarships or grants administered by the Office of Higher Education within MiLEAP.

This position is responsible for developing, coordinating, implementing, and maintaining the program review process and quality assurance monitoring of state scholarships and grants. This position administers program review policies and procedures, including monitoring requirements, documentation review, and payments for all State scholarships and grants administered by Office of Higher Education using both internal processes and external communications/partnerships. This position requires completing complex tasks and projects and communicating with postsecondary institutions, stakeholders, executive offices, and the Governor's office on program status, project timelines, metrics, and outcome data. The position supports business operations by contributing to policy decisions and communications surrounding program reviews and compliance monitoring of scholarships and grants to mitigate fraud. This position also reviews and makes recommendations for improvements to the information technology system documentation (MiSSG), facilitates the process for monitoring compliance with data security and privacy protocols for data in the system and sharing of the data, and makes recommendations to programmatic areas on training materials and outreach for postsecondary institutions. .

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: 80

This professional position serves as a recognized resource for the State scholarships and grants administered by MiLEAP Office of Higher Education. This position is responsible for monitoring and program review at all colleges, universities, and training providers that receive payments from any scholarships or grants administered by the Office of Higher Education.

Individual tasks related to the duty:

- Develops program review plans and quality assurance monitoring of institutions for scholarships and grants administered by Office of Higher Education.
- Conducts program reviews to determine accuracy of institutions implantation of state's programmatic rules and regulations.
- Analyzes data and prepares program review and compliance reports containing data on the reviewed records, procedures conducted, conclusions reached, expectations and objections by reviewed party and the actions proposed.
- Leads coordination of communication regarding program review policies and procedures, including monitoring requirements, documentation review, and payments for all scholarships and grants administered by Office of Higher Education using both internal processes and external communications/partnerships.
- Analyzes workflow processes to identify opportunities for improved efficiencies and effectiveness and provides recommendations to Departmental Managers, Deputy Director, and Division Director on modifications to policies and procedures.
- Researches, analyzes, and interprets program objectives, regulations, and requirements.
- Makes recommendations to programmatic areas on additional trainings and resources that may need to be offered to improve compliance with state programmatic policies and procedures.
- Collects and analyzes program review data necessary for bi-annual, annual, and ad hoc reporting. Evaluates data to ensure accuracy and timeliness according to requirements.
- Monitors compliance with data security and privacy protocols for the data owned or shared by Office of Higher Education.

Duty 2

General Summary:

Percentage: 10

Assist with the efficient and effective implementation of the system (MISSG) technology used to deliver funds.

Individual tasks related to the duty:

- Analyzes workflow processes to identify opportunities for improved efficiencies and effectiveness.
- Participates in meetings, email, and other communications with system vendor to identify and resolve issues.
- Performs quality assurance system testing to confirm proper functionality per programs requirements and/or to identify system issues.
- Supports the monitoring of activity in the system to ensure compliance with data security and compliance protocols.

Duty 3

General Summary:

Percentage: 10

Work with colleagues across the Office of Higher Education to ensure consistent messaging and streamlined administration of scholarships and grants, outreach programs, and adherence to secure data use practices.

Individual tasks related to the duty:

- Works to develop, review, and disseminate electronic communications, mailings, and documents.
- Reviews and edits report documents for clarity and accuracy.
- Assist institutions with questions regarding program review requirements.

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

Decisions necessary to ensure the effectiveness of the administration of program review process, including program requirements and determinations as to whether there is appropriate information to substantiate a finding. This position may provide information to institutions regarding the correct interpretation of legislative regulations, administrative rules, and office policies. This position is responsible for making recommendations to the Departmental Managers, Deputy Director, and Division Director, and developing processes to ensure program compliance with stakeholders.

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

Process and procedural decisions that are new or unique and do not have a current policy in place or are sensitive in nature. Review, signature, and approval of documents and materials which require leadership approval.

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 a standard office setting. May include long periods in front of a computer monitor or require extra hours to complete seasonal heavier workloads and deadline demands. There may be pressure for quick turn-around times on program development and/or changes from the Governor's office. There may also be times when they will need to attend some events in-person for training and information dissemination to the public.

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?

This professional position serves as a recognized resource for all state scholarships and grants administered by MiLEAP Office of Higher Education. This position is responsible for monitoring and program review at all colleges, universities, and training providers that receive payments from any state scholarships and grants administered by the Office of Higher Education. This position is responsible for developing, coordinating, implementing, and maintaining the program review process and quality assurance monitoring. This position administers program review policies and procedures, including monitoring requirements, documentation review, and payments for all state scholarships and grants administered by Office of Higher Education using both internal processes and external communications/partnerships. This position requires completing complex tasks and projects and communicating to postsecondary institutions, stakeholders, executive offices, and the Governor's office on program status, project timelines, metrics, and outcome data. The position supports business operations by contributing to policy decisions and communications. This position also reviews and makes recommendations for improvements to the information technology system documentation (MiSSG), facilitates the process for monitoring compliance with data security and privacy protocols for data in the system and sharing of the data, and makes recommendations to programmatic areas on training materials and outreach for postsecondary institutions.

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

New establishment.

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

One of the main functions of the Office of Higher Education is to administer postsecondary affordability investments in scholarships and grants on behalf of the state. The current budget is to administer more than \$730 million annually to students to assist with covering their higher education costs. The division seeks to advise students and families, high schools, and postsecondary institutions about the financial aid opportunities available. This position ensures consistent, efficient, and effective administration of the scholarships and grant programs within this division, providing the technical and financial structure that contributes significantly to the achievement of the mission, goals, and objectives of the Office. As a recognized resource, this position also provides essential program compliance and enhancements to all State scholarships and grants, which will result in streamlined processes, policies, and partnerships as Michigan works towards increasing the number of students earning a postsecondary credential.

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 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) 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 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 establish program or service procedures, policies, or guidelines and to relate these to objectives.
- Ability to interpret laws, rules, and regulations relative to the work.

Ability to learn and utilize computer processes.

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.

None.

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

MICHAELA CAREY

8/28/2026

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