

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPTALTEV19Y

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 DEPARTMENT OF STATE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Human Resources
5. Working Title (What the agency calls the position) Departmental Analyst	11. Section DEI & Training
6. Name and Position Code Description of Direct Supervisor JAMES, MONIQUE D; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor PRESTAGE, ROCHELLE; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 430 W Allegan St Lansing, MI / Monday-Friday, 8:00 a.m. to 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position serves as the training and development analyst for Michigan Department of State and works extensively with data from SOM-LC, Business Objects, Articulate, In-Design, surveys, employment records and other sources as needed to gather insights and to make recommendations for process improvements and strategic goals.

This position is responsible for creating training materials and modules for all MDOS employees and new hires, which includes working with training liaisons from each department to identify and support training needs.

This position is part of the OHR DEI & Training Team and works to integrate DEI training, engagement, and professional development to advance MDOS and MI-DEI statewide goals.

As part of the OHR team, this position will handle confidential information regarding employee/applicant demographics for reporting and evaluation purposes.

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

Serves as the training and development analyst for Michigan Department of State.

Individual tasks related to the duty:

- Coordinate all aspects of the State of Michigan Learning Center.
- Participate in strategic planning for training initiatives throughout MDOS.
- Keep abreast of relevant and emerging technology as an early adopter of innovation and technology administrator.
- Formulate a working knowledge of training and data management systems such as Articulate, In-Design, Business Objects, and other relevant technology systems.
- Working knowledge of PowerPoint, Excel and other software as needed for business and training purposes.
- Coordinate and implement training activities within the department.
- Develop processes and procedures to propose training and ensure consistency for internal and external requests.
- Create reference materials for training liaisons, and department managers.
- Maintain training records and analyzes completion rates for reporting to managers, directors, and Executive Office.
- Complete Learning Administrator duties for the Department.
- Ensure that training programs are accessible and coordinates with ADA Coordinator as needed.
- Create and distribute internal MDOS training as needed.
- Search out best practices and offers alternative ideas for current training practices to improve and streamline training and development processes.
- Develop strong relationships with Department management staff.
- Promote greater interaction and partnership with internal and external work areas.

Duty 2

General Summary:

Percentage: 20

Serves as the OHR point of contact for Training Liaisons to identify and support training needs across MDOS

Individual tasks related to the duty:

- Provide structure and support for department administrations and training liaisons to identify training needs.
- Conduct ongoing meetings and communication to ensure training is created, distributed, and evaluated.
- Align training initiatives with processes to monitor and track compliance in the SOM -LC.
- Work with training liaisons to identify required and specialized training and determine the level of support needed to develop content and adhere to specific rules and regulations.
- Identifies training gaps, anticipates training needs and recommends strategies for continuous improvement
- Conducts reviews of training programs and procedures to evaluate and improve the effectiveness, efficiency, and utility of operations.
- Develop recommendations and processes to improve the operational function of the Department of Human Resources, ensuring adherence to departmental and Civil Service Rules and Regulations.
- Prepare reports as needed and presents to MDOS work areas as needed.

Duty 3

General Summary:

Percentage: 20

Serve as a member of DEI & Training Team

Individual tasks related to the duty:

- Support the DEI Training Manager and DEI Analyst with identifying DEI related training needs based on data obtained from training liaisons and other trends.
- Contribute to the research, development, assignment, monitoring, and evaluation of all training initiatives.
- Participate in daily operations and strategic planning to ensure all training aligns with OHR, MDOS and MI-DEI goals and objectives.
- Collaborate with the team to ensure the latest technology and innovation is used for the development, distribution, monitoring and evaluation of training content, materials, and presentations.

Duty 4**General Summary:****Percentage: 10**

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.

Any decisions on updating or changing training materials/procedures.

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

Any decisions that would change Department policy.

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 sitting approximately 50% of the time and lifting, bending, stooping to get files, keyboarding for approximately 50% of the time.

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):**

- | | |
|---|--|
| ☐ 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 position serves as the training and development analyst for Michigan Department of State and works extensively with data from SOM-LC, Articulate, In-Design and other sources as needed to gather insights and to make recommendations on business decisions and process improvements. This position works as part of a team to identify, create, implement, monitor and evaluate training initiatives for MDOS employees. This position also works with other sections within Office of Human Resources to complete professional assignments as needed.

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

New position requested for work area needs

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

The Office of Human Resources is responsible for all programs related to recruiting and managing human resources for the MDOS. This position will serve as the Department resource for training and development for the agency. It will assure effective delivery of training related to activities for the Department as well as support Human Resources with process improvements and HR functions of the Office.

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.

Ability to maintain a high degree of confidentiality.

Ability to interpret instructions and guidelines for job performance.

Ability to interpret and explain instructions, guidelines, policies, procedures from department and CS to others effectively.

Ability to maintain composure during stressful situations resulting from workloads and/or deadlines.

Ability to research and organize information for case preparation and presentation.

Ability to maintain an above average level of knowledge and application of technology and electronic innovation.

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.

JENNIFER GUNSELL

Appointing Authority

6/12/2024

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