

<b>Position Code</b> 1. DEPTALTEE73Y
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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>
	Licensing and Regulatory Affairs
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
	Bureau of Fire Services
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Departmental Analyst E 9-P11	Specialty Programs Division
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Departmental Analyst	
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Forro, Joseph, A.; State Office Administrator 17	
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Hughes, Thomas, M.; Senior Management Executive 19	611 W. Ottawa St., 4 <sup>th</sup> Floor, Lansing, MI 48933 8:00 am to 5:00 pm, Monday - Friday

**14. General Summary of Function/Purpose of Position**

The main function of this position is to coordinate the day-to-day LARA and BFS activities and staff resources needed to maintain the Accela Automation application. This position will coordinate between other agencies within LARA, and DTMB and the vendor, Accela, to ensure a uniform licensing and regulatory platform is maintained. The analyst will provide internal and external customers assistance with consumer fireworks retail sales certificates, fireworks safety fees, aboveground and underground storage tank registrations and plan review submittals. The analyst will also generate and analyze facility data reports for the agency, create reports and validate agency activity information.

**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 70**

Maintain the Accela Automation application and coordinate between other agencies within LARA and DTMB and the vendor, Accela, to ensure a uniform licensing and regulatory platform is maintained.

**Individual tasks related to the duty.**

- In Accela, design and develop data collection tools for agency staff using standard state software products.
- Serve as the primary point of contact for LARA, BFS, DTMB and Accela; communicating regularly with BFS, DTMB and Accela staff on maintaining the platform.
- Develop test plans and implement functionality testing of data collection systems.
- Provide periodic system review of data collection tools and implement enhancements, as required.
- Create reports and statistics using system features and standard practices.
- Interpret existing and proposed laws, policies, and procedures as they relate to the agency data collection system
- Make recommendations to improve data collection techniques and methodologies.
- Ensure agency's standards are accurately added and/or updated into the agency's data systems.
- Research and propose new reports and data reporting tools to expand agency information delivery.

Duty 2

**General Summary of Duty 2**

**% of Time 15**

Produce, analyze, and review program data and reports.

**Individual tasks related to the duty.**

- Perform review and analysis as requested for reports that are to be published or distributed by the agency.
- Organize, interpret and summarize data from various resources to create new reports and references.
- Research, collect, analyze and maintain program report data needed for the Bureau of Fire Services program administration.
- Organize, interpret and summarize data from various reports as requested by manager.
- Assist public with questions as needed.

Duty 3

General Summary of Duty 3

% of Time 15

Assist the Bureau of Fire Services program areas, as needed.

**Individual tasks related to the duty.**

- Other duties as assigned by manager.
- Manage bureau phones.
- Assist with ordering and setting up equipment.
- Troubleshoot IT issues.
- Provide support for the Bureau of Fire Services website.
- Ensure agency's standards are accurately added and/or updated into the agency's data systems.
- Provide support for daily activity Excel spreadsheets.

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

- Developing or conducting analyses of data, preparing reports, and resources information.
- Scheduling meetings as needed to maintain the Accela platform.

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

- Policy and procedure changes affecting the Bureau of Fire Services' operations or matters of a sensitive or political nature.

**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.**

Typical office environment with extensive computer work, producing reports, data publications, etc.

**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):

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?

Duties listed in Duty 1 and Duty 2.

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 Accela database provides the Bureau of Fire Services data and statistics, recordkeeping, guidance, and related support services to conduct surveys, collect data and support research activities. This position will be responsible for maintaining data collection systems as well as providing business and system analysis for the agency.

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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

This position requires proficient use of various computer systems and applications, and some knowledge of statistical methods. Excellent verbal and written communications skills are also required. Knowledge of the Bureau of Fire Services program operations is desirable. Very proficient in word and excel.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None are required.

*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.**