

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPTALTEU83Y

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 CIV RGHT CENTRAL OFFICE
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division Education
5. Working Title (What the agency calls the position) Training Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor WIMBUSH, DANITA L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor LEWIS, ANTHONY D; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Various/Hybrid / Monday-Friday 8am-5pm

14. General Summary of Function/Purpose of Position

This position is responsible for the research and analysis of training programs to develop a comprehensive plan that aligns with the needs of the Education Division. The Education Division oversees department-wide training and professional development initiatives that support the mission of the Michigan Department of Civil Rights (MDCR). Responsibilities include identifying training needs for individual staff, creating a strategic training plan, and coordinating its implementation.

The role manages and develops employee training across all areas of the department, as well as external training offered by MDCR. It also involves consulting with external customers to design and deliver training courses that meet their specific needs. Additionally, this position serves as a central point of coordination between all MDCR divisions for internal and external training efforts.

Other duties include developing specialized reports, studies, and performance analyses for the division; administering statewide projects; and contributing to policy and procedure development. The position also supports employee engagement initiatives and handles a wide range of responsibilities requiring flexibility, strategic thinking, and collaboration.

Duty 1**General Summary:****Percentage: 45**

Provides oversight, development, coordination, implementation, and execution of various initiatives ensuring effectiveness and efficiency.

Individual tasks related to the duty:

- Develop and implement specialized Civil Rights programs and training for internal and external customers.
- Research and create strategies for new training programs and tools to enhance MDCR's brand awareness and promote offerings.
- Serve as MDCR's State of Michigan Learning Center Administrator, responsible for creating, tracking, maintaining, updating, and monitoring all training.
- Provide succinct monthly reports on staff training and professional development programs in both oral and written formats.
- Create benchmark data reports at the conclusion of projects and initiatives.
- Develop internal training presentations and programs for MDCR staff.
- Evaluate the effectiveness of division training, tools, and presentations, and recommend improvements.
- Use data to provide recommendations for continuous improvement in staff education and professional development.
- Deliver and facilitate Civil Rights training content for MDCR-related meetings and events.
- Build and maintain relationships with staff and key stakeholders to gather feedback on training and customer experience.
- Monitor and uphold MDCR staff training requirements related to job expectations and professional development.

Duty 2**General Summary:****Percentage: 30**

Serve and represent the Education Division as a liaison between the Manager of Education and internal/external customers.

Individual tasks related to the duty:

- Assist with pre- and post-hiring processes and onboarding for all MDCR staff.
- Report, manage, and analyze the effectiveness of the Education Division's open channels of communication across all divisions within the department and with external organizations, Chambers of Commerce, training vendors, and other State of Michigan agencies.
- Develop and implement a plan to improve employee engagement and technological communication channels.
- Answer questions related to processes and procedures and facilitate the dissemination of needed information as requested by the Director of Education.
- Report division activities to both internal and external business partners as directed by the Manager of Education.
- Implement and coordinate new MDCR initiatives and participate on various teams as assigned.

Duty 3**General Summary:****Percentage: 20**

Complete special projects for the Education Division and, when applicable, MDCR.

Individual tasks related to the duty:

- Coordinate office resources and staff to assist with special projects.
- Design, create, and oversee the internal Mentorship Program.
- Maintain and update internal databases (e.g., SharePoint, State of Michigan Learning Center).
- Develop and analyze surveys, and compile and interpret results.
- Assist MDCR management with complex projects as needed.
- Research and identify training and resources to enhance agency and individual performance.
- Compile and analyze records of training for internal and external customers.
- Evaluate internal training need and recommend changes or additions.
- Provide expertise in best practices for training, reporting, and organizational planning.

Duty 4**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Perform other duties as assigned by the Manager of Education.
- Assist with tracking and maintaining the trainings that are offered by the division.

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

Providing and developing information that is relevant to the MDCR brand as it relates to training and development for both internal and external business partners and SOM internal agencies.

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

Decisions and or issues with monetary, political or confidential sensitivity concerns that have could pose significant implications for the agency, staff, business partners that require supervisor review.

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.

Standard office environment.

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):

- | | |
|---|--|
| <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?

Yes

23. What are the essential functions of this position?

This position researches and analyzes training programs to creating a training plan consistent with the needs of the Education Division. This position develops specialized reports, studies, and analysis on divisional performance. This position also administers internal and external statewide projects, policy and procedure development, employee engagement and deals with duties that are wide ranging.

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

Requesting a PD update for minor changes. Tasks related to the mentorship program and SharePoint have been added. Major functions of the position remains the same.

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

The Education Division oversees the training and development of staff by making and reviewing areas of workplace process improvements as it relates to customer service, communication, time management, and technology as well as a variety of other areas that help establish priorities that offer support in finding curriculum that can provide resources and tools for staff. The Education Division is considered the training and development arm of the agency, that works in collaboration inter-departmentally with all agency divisions. The Division is responsible for a variety of tasks that conducts research, and analysis, prepares reports and correspondence related to the work. The Education Division also develops program plans assigned to the department inclusive of data analysts as well as policy and procedure development.

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:

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 principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs. Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services. Knowledge of the economic, social, political, and business conditions of the state. 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 analyze and assess operations from the standpoint of management controls, systems, and procedures. Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives. Ability to prepare requests for proposals and program agreements. Ability to organize, evaluate, and present information effectively. Ability to interpret laws, rules, and regulations relative to the work. Ability to formulate plans, procedures, and controls in a program or service area. Ability to learn and utilize computer processes. Ability to design forms. Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

BERNITA KISSANE

1/15/2026

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