Position Code
1. DEPTALTE

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** LICENSING AND REGULATORY AFF
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Cannabis Regulatory Agency
4. Civil Service Position Code Description Departmental Analyst-E	**10. Division**
5. Working Title (What the agency calls the position) Scientific Data Analyst	**11. Section** Data Analytics
6. Name and Position Code Description of Direct Supervisor KRZEWINSKI, MATTHEW P; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor MITCHELL, DESMOND D; STATE BUREAU ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 2407 North Grand River Avenue ,Lansing MI 48906 / Monday - Friday 8:00a.m. - 5:00p.m.

14. General Summary of Function/Purpose of Position

This position works with Lab testing data from the State Cannabis Monitoring software (METRC) to perform two major functions, Comparative Analysis reports of private Labs vs. State Reference Lab as well as prescribed and Adhoc reports. The job entails the creation and maintenance of queries, datasets and final reports to meet the requirements of the job. The position also creates and tracks corrective action of test results outside stated variances. Additional duties include creating test scenarios to validate work, creating or modifying procedures and process flows and attending collaborative meetings with other Sections within the CRA.

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:** **60**

Query the METRC system lab test tables data relative to Lab test packages provided by the Lab Section. Analyze the test results to a stated maximum allowance provided by the Lab Section to produce comparative analysis reports relative to private Lab Licensees vs. Cannabis State Reference Lab. Initiate corrective action for results outside expected outcome and create reports relative to the Lab's random sampling and testing.

Individual tasks related to the duty:

- Within METRC SQL Query, identify the related tables and fields needed to build queries to pull the relevant test data.
- Using Test Packages provided from the Lab Section, update and run the query to download .csv data for further analysis.
- Using MS Access or Excel, build the appropriate queries or calculations to compare the Package test results to maximum allowable variances for the purpose of determining a pass or fail outcome. Build a form or spreadsheet to visualize the results for end users.
- Using Accela software and existing procedures, refer results outside of expected outcome to the Enforcement Division along with supporting documentation and explanation for further investigation.
- Query, download and consolidate aggregate sampling and test data for the purpose of presenting reports for management or lab section review.
- Perform random audit checks based on required policy guidelines and troubleshoot as necessary. Report findings to the Section Manager.
- Attend collaborative meetings with CRA staff to ensure process timeliness and to discuss pending issues
- Identifies and develop testing scenarios that accurately validate reporting.
- Analyze and recommend modifications to standard operating procedures regarding process flows and databases that are relevant to SQL queries and custom reports.

Duty 2

General Summary: **Percentage:** **30**

Create prescribed SQL queries using standard parameters set by Section Manager with additional modifications as needed or requested. Using MS Excel or dashboard application, build reports into Graphs, Charts, Pivots, etc. for distribution and Management review.

Individual tasks related to the duty:

- Consults with stakeholders, conducts research and collects data necessary to build queries from the Cannabis Tracking System (METRC).
- Determine tables and fields necessary to generate custom Excel reports that meet a prescribed schedule, customer needs or Adhoc requirements.
- Utilize advanced MS Excel and MS Access formulas and other features to link data between applications to improve speed, reduce errors and allow for seamless repeatability.
- Perform random audit checks based on required policy guidelines and troubleshoot as necessary. Report findings to the Section Manager.
- Identifies and develop testing scenarios that accurately validate reporting.
- Analyze and recommend modifications to standard operating procedures regarding process flows and databases that are relevant to SQL queries and custom reports.

Duty 3

General Summary: **Percentage:** **10**

Perform other duties as assigned.

Individual tasks related to the duty:

- Consults with Data Analytics staff as needed.
- Participate in conference calls/meetings to provide additional information regarding analysis as needed.

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

This position requires independent decision making and the ability to analyze large amounts of data. Decisions include determining pass/fail analysis, report generation and determination of data to be included and/or analyzed.

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

Decisions that include determining outliers, unique data patterns or otherwise outside the statistical normality of data would require Supervisor intervention. Situations in which there is no established process defined.

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.

The job is performed in a general office environment. The position requires minimal physical effort or exertion. Physical effort would be sitting, standing and walking to other areas. Environmental conditions would be limited to exposure to the heating and cooling of the building during the 8-hour day. Extensive computer usage with repetitive hand movements.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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?

As defined in box 15.

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

Establishment

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

The Data Analytics Section is responsible for supporting other Sections within the CRA by developing and analyzing reports derived from the METRC system. This position works with Lab testing data from the State Cannabis Monitoring software (METRC) to perform two major functions, Comparative Analysis reports of private Labs vs. State Reference Lab as well as prescribed and Adhoc reports. The job entails the creation and maintenance of queries, datasets and final reports to meet the requirements of the job. The position also creates and tracks corrective action of test results outside stated variances.

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 MS Office Suite, MS Access preferred.
- Basic/Intermediate knowledge of SQL.
- Ability to analyze and evaluate data.
- Good understanding of report preparation.

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.

NA

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

PAIGE EMMONS	10/15/2025
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**