

Position Code

1.

**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>
VACANT	Licensing and Regulatory Affairs
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
	Construction Codes
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Departmental Analyst Trainee	Office of Land Survey and Remonumentation
<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>
Clever, Nicholas - Land Surveyor Manager 15	
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Gensler, Alesha - State Division Administrator 17	611 W. Ottawa, Lansing, MI 8:00 A.M. – 5:00 P.M. Monday-Friday

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

In a training capacity, this position is responsible for completing a variety of professional research and analysis assignments for the purpose of evaluation, assessment, planning, development, and implementation of departmental programs related to maintaining the integrity of the public land survey system and land boundaries in this state.

- 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**

**Percentage: 70**

As a Departmental Analyst Trainee, the employee will be responsible for coordinating with the Office Director in the implementation and operation of the various programs the Office of Land Survey administers on behalf of the Department.

**Individual tasks related to the duty.**

- In a training capacity this position will design and recommend methods for program review, evaluation, and cost analysis.
- Develop program plans for the assigned area, including study and analysis of program data, formulation of policy, and preparing program budget recommendations.
- Propose, develop, and prepare policy materials, operations manuals, and supporting instructions in a program area.
- Analyze existing and proposed laws, policies, and procedures as they relate to a program or service area and provide recommendations to the Office Director.
- Evaluate documents and applications for possible inclusion in programs; determine eligibility or compatibility with the objectives and priorities of the state program or service area.
- Use and maintain computer databases to record and analyze data on program and service activities.
- In a training capacity, evaluate contracts for compliance with department policies and procedures related to local grant program plans and budgets; recommend needed revisions.
- Research, collect, consolidate, analyze, and maintain program data necessary to meet program reporting and evaluation requirements, and the goals of the agency program or service.
- Conduct research and analysis, prepare reports, and draft for Office Director review correspondence related to the work activities of the departmental program area.

Duty 2

**General Summary of Duty 2**

**Percentage: 20**

Under the direct supervision of the Office Director, the employee will coordinate program strategy and improvement for the various programs the Office of Land Survey administers on behalf of the Department.

**Individual tasks related to the duty.**

- Make recommendations to the Office Director regarding criteria, standards, and guidelines to assess agencies' program structures and to determine their compatibility with the objectives and priorities of the state program area.
- Establishes, administers and evaluates programs, recommends program policies and procedures, and designs forms.
- Analyze on-going program operations and recommend modifications of policies and procedures to achieve greater efficiency and effectiveness.
- Assess the social, economic, political, operational, and organizational implications of existing and proposed policies and program decisions.
- Under direct supervision, design and conduct surveys or special studies to determine needs and to assist in planning, implementing, and evaluating programs and services; consolidates data and prepares reports.
- Develop and recommend alternative state and departmental strategies to address and resolve a variety of issues and problems.
- Evaluate organizational and/or operational needs and submit recommendations and solutions to the Office Director.
- Under the supervision of the Office Director, serve as an organizational liaison for centralized, administrative services in such areas as budgeting, information technology and/or human resources.
- In a training capacity, provide consultation to and coordinate departmental programs with state and federal agencies, boards and commissions, private or public organizations, and communities in an assigned area.

**Commented [AM1]:** The analyst 9-11 PD also uses the phrase "assist" here

**Commented [AM2]:** This was removed on analyst 9-11 PD as well

**Duty 3****General Summary of Duty 3****Percentage: 10**

Perform other duties as may be assigned by supervisor.

**Individual tasks related to the duty.**

- Support office in the development of correspondence, informational materials and forms.
- Administer training seminars and workshops for stakeholders and the general public.
- Other responsibilities assigned by the Office Director to carry out the function of the office and maintain the integrity of the public land survey system and land boundaries in this state.

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

All work is reviewed by the supervisor during the training period.

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

The individual will not make independent decisions during the initial training period.

**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.**

This position works in a typical office setting with standard office equipment. Physical activities are general office activities and may include standing, sitting, stooping, walking and bending. Unusual hours and/or travel may be required on occasion.

**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):**

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

During the training period, this position is learning and developing recommendations for administering and completing tasks associated with the daily operations of multiple programs under the Office of Land Survey's guidance and working with the Office Director to coordinate program strategy and operations.

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

This is a new position.

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

The function of the Office of Land Survey and Remonumentation is to oversee statutes and administer programs related to maintaining the integrity of the public land survey system and land boundaries in this state.

In a training capacity the individual in this position is administering and completing tasks associated with the daily operations of multiple programs under the Office of Land Survey's guidance and working with the Office Director to coordinate program strategy and operations.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?**

**Education and Experience for Departmental Analyst (Departmental Trainee) 9 (FOR CLASSIFIED STATE EMPLOYEES ONLY)**

**Education**

Educational level typically acquired through completion of high school.

**Experience**

Four years of experience as an advanced 9-level worker in an ECP Group One classification.

**OR**

Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification.

**OR**

Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification.

**OR**

Two years of experience as a first-line supervisor in an ECP Group Three classification.

**OR**

One year of experience as a second-line supervisor in an ECP Group Three classification.

\*Paraprofessional classifications are those requiring an associate's degree or two years of college.

**Educational Substitution**

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

***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.