

Position Code

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 LEO - MSF - MEDC
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Financial Services
4. Civil Service Position Code Description DEPARTMENTAL ANALYST 9-E11	10. Division
5. Working Title (What the agency calls the position) CDBG Program Analyst	11. Section CDBG
6. Name and Position Code Description of Direct Supervisor WEST, GREG; NONSTATE SUPERVISOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor CUSMANO-WHITZ, CHRISTINE J; NONSTATE SUPERVISOR	13. Work Location (City and Address)/Hours of Work 300 N. Washington Square, Lansing, MI 48913 / Monday – Friday; 8:00 a.m. – 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position serves as a program analyst for the Community Development Block Grant (CDBG) program. The position is responsible for the management of a portfolio of federally funded CDBG grants including application approval, project set-up, project completion and grant closeout. This position provides support and assistance to CDBG Director and CDBG Program Manager related to project completion and compliance and is responsible for other assignments as determined by the CDBG Director.

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: 40

At the entry to experience level, responsible for portfolio management from set-up to close-out.

Individual tasks related to the duty:

- Responsible for managing multiple grants/projects, including set-up of grants in Salesforce, review and approval of Disbursement Requests, and activity necessary to prepare grants for close-out. Advises grantees and third parties (administrators, contractors, consultants) in their responsibilities.
- Assist in the review and evaluation of new applications submitted by local communities and make recommendations for funding on the basis of that review.
- Management of assigned portfolio of grants including program progress, overall grant monitoring (including financial management and cross-cutting compliance), review and recommendation of disbursements, maintaining records regarding financial and programmatic project status, recommendation of recapture of funds from grantees whose performance is less than adequate and grant closeouts.
- Provide programmatic support to Program Manager and Director.

Duty 2

General Summary:

Percentage: 25

Ensure compliance with all program and regulatory/statutory requirements.

Individual tasks related to the duty:

- Advise grantees and third parties in all regulatory and programmatic compliance requirements.
- Provide training as needed to grantees on the Community Development Block Grant program and all aspects of grant implementation.
- Assist team members, grantees and third-party customers in procurement project compliance related issues and or concerns.

Duty 3

General Summary:

Percentage: 25

Financial management

Individual tasks related to the duty:

- Process payment requests: reconciling invoices, verifying grant amount available, inputting request information into Salesforce, monitoring payment status, communicating with grantees for any clarification needed.
- Advise grantees and third parties on financial management systems, stewardship of federal funds, reporting and audit requirements.

Duty 4

General Summary:

Percentage: 10

Technical Assistance

Individual tasks related to the duty:

- Answer questions and provide guidance on day-to-day grant administration.

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

At the entry to experienced level, makes day to day decisions on daily responsibilities without management assistance. Approve or disapprove requests from communities on a variety of issues that may evolve in the course of grant term performance; determine the need for and coordinate technical assistance; determine the need for and conduct on-site monitoring visits, issue findings as necessary and conduct necessary follow-up. Communities and local government may be affected by these decisions.

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

Supervisor's review is required on issues that arise that may impact a written policy or guideline that affects all grantees. Supervisor review may be required on highly complex programmatic issues.

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. Required to sit for extended periods, spend significant time on the telephone. Accessing files will require bending and reaching. Some travel may be required.

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?

I am in agreement with items 1-20.

23. What are the essential functions of this position?

The Community Development Block Grant (CDBG) program analyst is responsible for the management of a portfolio of federally-funded CDBG grants from application approval, project set-up, project completion, to grant closeout. In addition the analyst is responsible for compliance and programmatic requirements and for other assignments as determined by the CDBG Director.

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

New position.

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

The Community Development Block Grant (CDBG) Division is responsible for managing highly complex economic and community development programs that assist in strengthening communities to attract and retain people and the attraction and expansion of businesses in Michigan. This business unit specializes in the development of new initiatives that utilize Community Development Block Grants. This position is critical to the success of Community Development as well as the state due to the overall responsibility of managing the delivery of incentives for major retention/expansion projects of critical strategic importance to the state. This position is responsible for managing projects and overall programmatic support of the CDBG program.

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:

- Knowledge of all Community Development Block Grant program and related state and federal regulatory requirements.
- Knowledge of local units of government and other local stakeholders in the assigned counties.
- Knowledge and understanding of appropriate federal and state program guidelines and regulations.
- Ability to organize and clearly present data and information, both verbally and in writing.
- Communication and problem-solving skills.
- Knowledge of compliance and reconciliation processes.
- Ability to work well with others, as part of a team.
- Knowledge of computer applications.

**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.

None

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

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