

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 MILEAP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-A	10. Division Office of Higher Education
5. Working Title (What the agency calls the position) Program Coordinator	11. Section Student Success and Strategic Initiatives
6. Name and Position Code Description of Direct Supervisor CEDERBERG, ALISHA N; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor BROCKMEYER, MONICA; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 105 W. Allegan St. Lansing, MI 48933 / Monday-Friday 8:00am-5:00pm
14. General Summary of Function/Purpose of Position This analyst serves as the recognized resource for implementing and monitoring programs within the Student Success and Strategic Initiatives Division in MiLEAP's Office of Higher Education. Responsibilities include implementing best practices for efficient program operations; communicating with and providing outreach to external partners to ensure quality programming; proofreading and providing feedback on program guidance; managing invoices to ensure timely payments to providers and grantees; collecting program data and assisting with analysis for legislative and annual reporting; and making recommendations to the administrative manager to assure compliance with legislative requirements. The position also supports the administrative manager in program design, implementation, administration, evaluation, operational oversight, and management of grant awards, applications, and reporting. Additionally, the position assists the administrative manager and division director with special projects and assignments.	

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

Serves as the recognized resource for the implementation and monitoring of programs within the Student Success and Strategic Initiatives Division in MiLEAP's Office of Higher Education.

Individual tasks related to the duty:

- Develop and maintain program policies and guidance for potential applicants, accepted participants, and postsecondary education/training providers.
- Ensure program implementation is timely and effective.
- Review applications and enrollment in affiliated program(s) to ensure maximum program participation and enrollment in programs for accepted applicants, especially participation of traditionally underrepresented populations.
- Develop contracts and invoices for payment to providers and track program expenditures and obligated funds to ensure utilization of program funding in a timely manner.
- Collect, manage, and analyze program data, including applications completed, participants accepted, number enrolled, attainment of credentials earned.
- Provide program administrator with recommendations for a compliance monitoring approach and support efforts to ensure accountability.
- Provide technical assistance and training as necessary to internal and external partners.
- Develop and prepare reports on the status of the program(s) as needed to meet all reporting requirements for operational needs and any required state and/or federal reporting.
- Support maintaining knowledge and expertise regarding the program(s) administered by the division.

Duty 2

General Summary:

Percentage: 20

Support communication and outreach efforts to ensure effective program administration.

Individual tasks related to the duty:

- Develop and manage community outreach to program applicants, program participants and providers to ensure effective program implementation, including webinars, presentations, and email communication.
- Manage inboxes for division and affiliated programs, to support applicants, participants, partners, and the public with answering questions and providing connections to the appropriate information and resources.
- Manage and maintain the division's contact spreadsheet.
- Support the administrative manager in developing monthly outreach to postsecondary partners to ensure up to date administrative information is shared in a timely manner.

Duty 3

General Summary:

Percentage: 20

Support the administrative manager in management of grant awards.

Individual tasks related to the duty:

- Assist in the research and provide input in the development of grant criteria and guidance to grantees.
- Serve as point of contact for grant application questions for grant programs.
- Disseminate guidance developed by the administrative manager to potential applicants on the grant funding available, grant requirements, and issues the applicant should consider in preparing an application.
- Assist in the preparation of grant agreements for final signatures and ensure documents are fully executed and recorded, tracking each grantee or potential grantees progress through the grant process from inquiry to full expenditure of the grant.
- Ensure grantee compliance with monitoring plan created by administrative manager.
- Assist in the maintenance of grant-related records including monitoring plans, addendums, and extensions.
- Establish office calendar to review milestones as determined by administrative manager.

Duty 4

General Summary:

Percentage: 20

Other duties as assigned.

Individual tasks related to the duty:

- Assist the program administrative manager and division director with special research projects and assignments, as necessary.
- Other duties assigned by the division director.

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

This position independently manages operational aspects of the division's affiliated programs and the management of community outreach. The position works cooperatively with the administrative manager and community outreach strategist to ensure communication and outreach is effective and handled in a timely manner.

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

Guidance is sought when priorities of assignments conflict, questions or concerns are raised regarding the program administration or communication and outreach, and areas where significant amounts of state funds are affected. This position will work closely with the administrative manager and community outreach strategist.

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 physical effort normally associated with a general office environment, the ability to use a computer, and occasional travel outside of the office is required for this position. Work hours may include occasional evenings to accommodate the schedules of community partners, events, and higher education intuitions.

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 analyst serves as the recognized resource for implementing and monitoring programs within the Student Success and Strategic Initiatives Division in MiLEAP's Office of Higher Education. Responsibilities include implementing best practices for efficient program operations; communicating with and providing outreach to external partners to ensure quality programming; proofreading and providing feedback on program guidance; managing invoices to ensure timely payments to providers and grantees; collecting program data and assisting with analysis for legislative and annual reporting; and making recommendations to the administrative manager to assure compliance with legislative requirements. The position also supports the administrative manager in program design, implementation, administration, evaluation, operational oversight, and management of grant awards, applications, and reporting. Additionally, the position assists the administrative manager and division director with special projects and assignments.

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

The only change to the position's duties is the addition of 'monitoring of programs,' which reflects how the role has naturally evolved to support current program needs. All other changes reflect the transition of the position from LEO to MiLEAP.

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

This analyst will serve as support to the administrative manager and affiliated programs within the Student Success and Strategic Initiatives Division, ensuring the state achieves its postsecondary attainment goal of Sixty by 30.

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:

