

Position Code

1.

DEPTALTE

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.

| | |
|---|--|
| 2.Employee's Name (Last, First, M.I.) | 8.Department/Agency |
| | LEO / Michigan State Housing Development Authority |
| 3.Employee Identification Number | 9.Bureau (Institution, Board, or Commission) |
| | Michigan State Housing Development Authority |
| 4.Civil Service Position Code Description | 10.Division |
| Departmental Analyst 9-11 | Neighborhood Development Division |
| 5.Working Title (What the agency calls the position) | 11.Section |
| MIN Champion/Implementation Analyst | MI Neighborhood Program |
| 6.Name and Position Code Description of Direct Supervisor | 12.Unit |
| Christopher Lussier, State Administrative Manager 15 | |
| 7.Name and Position Code Description of Second Level Supervisor | 13.Work Location (City and Address)/Hours of Work |
| Tonya Joy, State Division Administrator | 735 E. Michigan Avenue, Lansing 8:00 a.m. - 5:00 p.m., Monday - Friday (Hybrid) |
| 14. General Summary of Function/Purpose of Position | |
| <p>The Community Development Block Grant (CDBG) Analyst is responsible for the management of a portfolio of state and/or federally funded CDBG grants from application approval, project set-up, project completion, to grant closeout to successfully provide housing project grant administrative management. The analyst is also responsible for other MI Neighborhood assignments as determined by the CDBG housing portfolio manager and/or Division Director.</p> | |

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 % of Time 40

At the entry to experienced 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 IGX, review and approval of disbursement requests, and all technical activities necessary to prepare grants for close-out. Advises local entities such as 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 based on that review.
- Management of assigned portfolio of grants including facilitating program progress, providing 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 closeout.
- Provide programmatic support to program Manager and Director.

Duty 2

General Summary of Duty 2 % of Time 25

Ensure compliance with all MI Neighborhood program and regulatory/statutory requirements.

Individual tasks related to the duty.

- Advise grantees and third parties in all regulatory and programmatic compliance requirements
- Provide assistance 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 of Duty 3

% of Time 25

Financial management role to provide regional portfolio management daily oversight

Individual tasks related to the duty.

- Performing required on-going/on-site customer support, direct customer contact, compliance and systems training, day-to-day database administration financial management including expenditure tracking and approvals, as well as the preparation and processing of completion activities.
- Process payment requests: reconciling invoices, verifying grant amount available, inputting request information into IGX, monitoring payment status, communicating with grantees for any clarification needed.

Duty 4

General Summary of Duty 4

% of Time 10

Technical Assistance

Individual tasks related to the duty.

- Answer questions and provide guidance on day-to-day grant administration
- Attend group informational sessions on NDD Program related topics.

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 during the grant term performance; determine the need for and coordinate technical assistance. Communities and local governments 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 is 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, sitting at computer, speaking on phones and video conference calls. Willingness to travel is necessary for this position.

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> |
|-------------|--------------------|-------------|--------------------|
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20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

☐ Complete and sign service ratings.

☐ Provide formal written counseling.

☐ Approve leave requests.

☐ Approve time and attendance.

☐ Orally reprimand.

☐ Assign work.

☐ Approve work.

☐ Review work.

☐ Provide guidance on work methods.

☐ 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?

The MI Neighborhood program analyst is responsible for the management of a portfolio of state and/or federally funded CDBG grants from application approval, project set-up, project completion, to grant closeout. In addition, the analyst is responsible for other assignments as determined based on divisional need.

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

Backfilling position.

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

The Neighborhood Development Division (NDD) is responsible for managing highly complex housing development programs that assist in strengthening communities through housing assistance. This Division specializes in the development of new initiatives that utilize multiple funding sources through the MI Neighborhood portfolio. This position is critical to the success of NDD as well as the state due to the overall responsibility of managing the delivery of incentives for major housing projects of critical strategic importance to the state. This position is responsible for managing projects and overall programmatic support of the MI Neighborhood portfolio.

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 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.

Christopher Lussier

10/14/24

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.