

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. DEPTALTEV70Y
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## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> STATE POLICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Office of the Director
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Communications and Outreach Division (COD)
<b>5. Working Title (What the agency calls the position)</b> Employee Engagement Coordinator	<b>11. Section</b> Internal Communication Section
<b>6. Name and Position Code Description of Direct Supervisor</b> FILCEK, NICOLE A; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BANNER, SHANON R; SENIOR POLICY EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> 7150 Harris Drive, Dimondale, MI 48821 / M-F, 8:00 a.m. to 5:00 p.m.

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

This position plays an integral role in elevating the employee experience of the department's 3,000 members by assisting with the development and execution of the department's employee engagement and recognition efforts. This includes assisting with establishing and expanding opportunities to foster employee engagement, feedback, and inclusion amongst department members statewide. In addition, this position is responsible for coordinating the department's employee recognition initiatives, including planning annual recognition ceremonies and organizing award nominations for both internal and external award programs. This position is required to perform all duties in a bias free manner.

**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**

Develop, obtain approval, and implement communications products, initiatives, and events focused on enhancing employee engagement, inclusion, and recognition efforts department-wide.

**Individual tasks related to the duty:**

- Research, plan, and implement department-wide initiatives and events focused on enhancing employee engagement, inclusion, and recognition efforts.
- Assist with coordinating, promoting, and analyzing employee engagement surveys and results to garner feedback from department members and identify opportunities for advancement.
- Assist work sites with establishing employee survey action plans to elevate areas needing improvement, as needed.
- Assist with measuring employee engagement and inclusion efforts department-wide and integrating results into future communications products and initiatives.
- Utilize software to build and administer surveys to garner feedback from department members on a variety of efforts.
- Assist with data collection and basic analysis of data using Microsoft Excel and other software related to employee engagement initiatives, including surveys and focus groups.
- Identify and propose innovative ways to enhance employee engagement and recognition efforts, including recommending modifications to existing programs.

**Duty 2**

**General Summary:**

**Percentage: 30**

Plan and coordinate the department's employee recognition and award ceremonies.

**Individual tasks related to the duty:**

- Conduct pre-planning activities and on-site coordination for the department's employee recognition ceremonies, which are held three times annually.
- Draft, obtain approval, and disseminate marketing materials and correspondence for recognition ceremonies, including creating and disseminating invitations, event programs, award certificates/plaques, presentations, and internal memos.
- Work in partnership with the Human Resources Division to identify employees to be recognized for promotions, awards, years of service, and other specialty areas.
- Work with department work sites to invite eligible employees to be recognized, track RSVPs, and gather the necessary details for each award.
- Prepare speeches, talking points, emcee remarks, and other communication materials as needed.
- Reserve a ceremony venue and coordinate with facility staff to arrange for audio/visual support, photography, meals, and other ceremony plans as needed.
- Periodically review award procedures and processes and recommend modifications to improve awards and ceremonies as needed.

**Duty 3**

**General Summary:**

**Percentage: 20**

Coordinate the department's internal and external award nominations and communication efforts.

**Individual tasks related to the duty:**

- Serve as the department's liaison for employee and program award nominations.
- Assist the department's Board of Awards Committee with announcing the selection of department members who will receive awards, including preparing a memo outlining why members are receiving each respective award.
- Draft, obtain approval, and disseminate communications products to promote award opportunities and achievements internally.
- Research external award nomination programs and opportunities to showcase department initiatives and programs, as well as ensuring award categories and submissions support the department's mission.
- Solicit award nominations from department work sites and coordinate submission entries on behalf of the department.
- Assist work sites with developing and submitting award nominations, including preparing and reviewing entry forms and materials.
- Create award certificates and other special award materials in coordination with the division's graphic designer, as well as work with vendors to produce award materials.
- Work with the department's distribution center to ensure department award certificates, medals, pins, etc. are in stock, as well as coordinate the purchase of additional materials as needed.
- Research, plan, and implement the best method to present each award, including through ceremonies, special events, letters, and other avenues as deemed appropriate.
- Maintain a database to record and track all award nominations for both internal and external awards.
- Develop and maintain a calendar of internal and external award nomination opportunities.

**Duty 4**

**General Summary:**

**Percentage: 10**

Other tasks as assigned.

**Individual tasks related to the duty:**

- Support division projects, events, and initiatives.
- Represent the COD/Director's Office at meetings and on committees, as assigned.
- Cross-train and serve as a back-up for other division staff to support team success.
- Attend trainings and workshops to keep current on skills and technology. Implement skills learned and share techniques with other staff.

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

Handling of routine work assignments, inquiries, and correspondence based on knowledge of communications policies and procedures. Work is performed independently under the general guidance of the Internal Communications manager.

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

Supervisor's review is needed for final work products before dissemination, when guidelines or instructions are not available, decisions impact department goals, issues are politically sensitive or controversial, preparing correspondence on behalf of the Director, as well as authorization for the expenditure or commitment of funds.

**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.**

This position may operate from a variety of locations including an office, department vehicle, classroom, and meeting room. Standing, sitting, kneeling, lifting, walking, and bending are required. Flexible hours may be needed to meet special project requirements or deadlines. Some travel may be required, requiring a valid driver's license.

**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. |

N	Approve leave requests.		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?**

This position is responsible for assisting with the development and execution of the department's employee engagement and recognition efforts. This includes coordinating internal employee events and initiatives, such as employee engagement surveys and recognition ceremonies. See duty statements 1 – 4 for additional job duties.

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

This is not a new position. This position was formerly classified as a Communications Representative-E (COMNREPEA92N), and is now a Departmental Analyst-E.

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

The Communications and Outreach Division manages a full-range of services to the Director, Leadership Team, and work sites across the state related to media and public relations, internal communications, employee engagement, special events, and strategic direction. The work area serves as the department's primary media contact, plays the lead role in the management of sensitive issues, and provides guidance to department members on dissemination of information to the news media, legislature, public, and employees. This division determines the department's messaging and is responsible for ensuring the department's public image, including the consistency and professionalism of internal and external marketing materials. This division is also responsible for planning and coordinating special events and initiatives on behalf of the Director.

**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:**

- Must possess strong verbal and written communications skills.
- Knowledge of the principles and practices of employee engagement.
- Experience in event planning and coordination.
- Ability to prioritize multiple tasks and maintain attention to detail, even in a fast-paced environment under tight deadlines.
- Ability to collect and analyze data.
- Must be able to maintain confidentiality and handle sensitive topics.

- Ability to identify issues and apply innovative approaches to solving problems.
- Ability to work independently with department members to accomplish projects.
- Willingness to embrace and emphasize values of diversity, equity, and inclusion.
- Strong computer skills and knowledge of Microsoft Office 365 applications and programs, especially Excel.
- Familiarity with computer design programs is preferred, especially Photoshop, Illustrator, and InDesign.

**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.

N/A

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

JENNIFER GRAY

7/31/2024

\_\_\_\_\_  
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