

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

<b>Position Code</b>
<b>1. DEPTALTE</b>

## 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> LEO-MSHDA
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Asset Management
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> MCCRAY, AMBER N; DEPARTMENTAL MANAGER-3	<b>12. Unit</b> Administration Department
<b>7. Name and Position Code Description of Second Level Supervisor</b> BERGEON, MATTHEW C; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> MSHDA 735 E. Michigan Ave. Lansing 48912 / Monday - Friday 8 a.m. - 5 p.m.

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

This position serves as an Analyst within the Administration Department of the Asset Management Division, supporting asset management processes and policies with division-wide impact. The position is responsible for researching, collecting, consolidating, analyzing, and maintaining program data necessary to meet reporting, evaluation requirements, and the overall goals of the Michigan State Housing Development Authority (MSHDA).

The Analyst establishes, administers, and evaluates ongoing program operations and recommends modifications to policies and procedures to improve efficiency and effectiveness. Key responsibilities include serving as the primary liaison with property management agents, owners, and vendors for assigned Asset Management functions.

This position coordinates workshops and conferences, oversees and analyzes the process for awarding premium management fees, evaluates new management agent qualifications for acceptance as MSHDA-approved agents, and reviews and analyzes property insurance policies. The role also includes preparing and conducting correspondence related to Administrative Department activities and analyzing, developing, and recommending alternative strategies to address process improvements across the department and division.

**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: 30**

Analyze and evaluate property insurance policies for MSHDA-financed developments, review program operations and recommend improvements, design and implement methods for program review and compliance, provide guidance on policies and regulations, and conduct annual audits to identify discrepancies, assess compliance, and recommend corrective action.

**Individual tasks related to the duty:**

- Analyze and evaluate property insurance policies and financial statements for MSHDA-financed developments to determine eligibility and alignment with the objectives and priorities of the Authority.
- Analyze on-going program operations and recommend modifications of policies and procedures to achieve greater efficiency and effectiveness.
- Design and implement methods for program review, evaluation and analysis to ensure compliance with the Authority.
- Provide analytical guidance to internal and external partners regarding insurance policies, procedures, and compliance requirements.
- Evaluate and recommend procedural improvements to enhance efficiency, accuracy, and risk management.
- Respond to inquiries regarding rules, regulations, and policy interpretation, providing guidance and recommendations.
- Conduct annual audits of insurance policies, analyzing compliance and discrepancies, and recommending corrective actions to ensure alignment with Authority standards and organizational objectives.

**Duty 2**

**General Summary:**

**Percentage: 20**

Serve as the primary liaison with internal and external partners to facilitate communication, resolve issues, and ensure effective execution of Asset Management processes, while establishing internal relationships to streamline development information and communicating related policies and procedures to relevant divisions.

**Individual tasks related to the duty:**

- Establish and maintain internal relationships across the Authority to support the development of streamlined processes for development information, and communicate related policies and procedures to relevant divisions, including Asset Management, Legal, Finance, Executive staff, and other divisions as applicable.
- Establish, administer and evaluate programs, recommend program policies and procedures, and designs forms.
- Research, collect, consolidate, analyze, and maintain program data necessary to meet program reporting and evaluation requirements, and the goals of the Authority.
- Interpret existing and proposed, policies, and procedures as they relate to department and division.
- Review, analyze, and interpret applications and financial reports submitted by property management companies seeking approval as MSHDA management agent, evaluating eligibility and compliance with Authority objectives and priorities.
- Research and evaluate management agent compliance and good standing with State of Michigan requirements and U.S. Department of Housing and Urban Development (HUD) rules and regulations.
- Analyze ongoing program operations and evaluate organizational and operational needs, recommend modifications to policies, procedures, and processes to enhance efficiency, effectiveness, and overall performance.

**Duty 3**

**General Summary:**

**Percentage: 20**

Analyze eligibility standards and program criteria to ensure alignment with Premium Management Fee objectives.

**Individual tasks related to the duty:**

- Analyze and recommend eligibility standards, application criteria and guidelines to determine compatibility with the premium management fee objectives and priorities of the Authority.
- 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.
- Analyze on-going program operations and recommend modification of policies and procedures to achieve greater efficiency and effectiveness.
- Evaluate analysis; determine eligibility or compatibility with the objectives and priorities of the premium management fee policy.
- Use and maintain computer databases to record and analyze data on program and service activities.

**Duty 4****General Summary:****Percentage:** 10

Function as the event coordinator for Asset Management conferences and training activities, overseeing logistics, timelines, and coordination with internal and external partners.

**Individual tasks related to the duty:**

- Establish training and coordinate conferences and workshops related to Asset Management services and provide recommendations for program area.
- Prepare assessments of internal and external training needs for division planning and delivery.
- Analyze training needs and develop, propose, and prepare training materials, operations manuals, forms, and supporting instructions.
- Prepare and analyze budgets, reports, memos, and correspondence to support annual conference and training activities.
- Negotiate agreements for speakers.
- Provide consultation to and coordinate marketing activities for conference and training initiatives; serve as liaison with state and federal agencies, private or public organizations, and communities.
- Provide consultation to and coordinate with state and federal agencies, private or public organizations, and communities to support training content and program objectives.
- Develop, utilize, and analyze event evaluations to assess impact and success of events. Make appropriate recommendations and modifications for improved customer service, as a result of analysis of survey and evaluation tools.
- Ensure completion of post event activities: surveys, financial reporting, and thank you emails.
- Establish policies and procedures related to event coordination.

**Duty 5****General Summary:****Percentage:** 15

Develop and implement compliance plans for assigned program areas, analyzing program and budget data, formulating policy recommendations, preparing supporting materials, reviewing annual budget submissions for MSHDA-financed properties, maintaining a comprehensive budget log, monitoring Asset Management assignments, producing accurate records and reports, and recommending solutions to improve program efficiency, effectiveness, and compliance.

**Individual tasks related to the duty:**

- Develop compliance plans for the assigned area, including study and analysis of program data, formulation of policy and procedures, and preparing program recommendations.
- Propose, develop, and prepare policy materials, operation manuals, and supporting instructions.
- Evaluate and determine budget documents are compatible with the objectives and priorities of the Authority.
- Evaluate organizational and/or operational needs and recommend solutions.

**Duty 6****General Summary:****Percentage:** 5

Other duties as assigned

**Individual tasks related to the duty:**

- Develop and implement surveys or special studies to assess service needs and support program planning, implementation, and evaluation, including data analysis and report preparation.

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

This position analyzes complex data, evaluates departmental programs, assesses training needs, reviews reports for compliance, interprets laws, policies, and federal guidelines, and provides recommendations on management agent approvals. Determines when adjustments are necessary or when additional information or documentation is required to complete assigned tasks. Decisions made in this role directly affect property owners, management agents, contractors, and MSHDA professional staff responsible for the day-to-day oversight of MSHDA's multi-family loan portfolio.

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

Decisions requiring the supervisor's review include changes to policies or procedures resulting from updates or revisions to state or federal requirements; special or unusual circumstances that warrant actions inconsistent with established policies or procedures; and proposed solutions that exceed the boundaries of existing policies or established practices.

**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 position does not require unusual physical effort. However, working conditions may be highly stressful, as delays in completing time-sensitive transactions could impact the security of the Authority's mortgages and loans, as well as the financial stability of multifamily developments.

**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):**

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	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?**

Provides analytical and administrative support for Asset Management operations, serving as the primary liaison with internal and external partners to facilitate communication, address issues, and ensure accurate program execution. Conducts data analysis and monitors compliance for property insurance across 500+ MSHDA-financed developments. Evaluates and administers the Premium Management Fee process, including eligibility assessment, policy review, and development of training materials. Coordinates division conferences and training activities, supporting logistics and stakeholder engagement. Maintains, tracks, and analyzes annual budget packages and assignment data to ensure compliance, accurate recordkeeping, and data-driven decision-making.

**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 Asset Management Division oversees the financial integrity of a large portfolio of subsidized multi-family housing developments. This position provides research, evaluation, and analysis across multiple functions to safeguard MSHDA's mortgage loan investments and serves as an analyst supporting a variety of Asset Management activities, ensuring data-driven decisions and compliance with policies and regulations.

**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:**

This position requires the ability to evaluate financial, operational, and compliance data, interpret policies and regulations, and prepare accurate reports and recommendations. Effective communication, attention to detail, proficiency in Microsoft Office applications, and the ability to manage multiple priorities independently are also essential.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

*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.*

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Supervisor

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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.*

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AMBER MARTIN

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2/10/2026

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.*

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Employee

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Date