|  |  |  |
| --- | --- | --- |
| CS-214REV 1/2006 |  |  1. Position Code |
|  | State of Michigan**Department of Civil Service**Capitol Commons Center, P.O. Box 30002Lansing, MI 48909 |  |
| Federal privacy laws and/or state confidentiality requirements protect a portion of this information. | POSITION DESCRIPTION |  |

|  |
| --- |
| This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.** |
|  2. Employee’s Name (Last, First, M.I.)Vacant |  8. Department/AgencyLEO-MSHDA |
|  3. Employee Identification Number |  9. Bureau (Institution, Board, or Commission) |
|  4. Civil Service Classification of PositionDepartmental Technician 7- 9 LT |  10. DivisionNeighborhood Development Division (NDD) |
|  5. Working Title of Position (What the agency titles the position)MSHDA NDD Program Staff |  11. SectionMSHDA Investing in Community Housing (MICH) and MI Neighborhood (MIN) |
|  6. Name and Classification of Direct SupervisorJames Davis, Departmental Manager 14 |  12. Unit |
|  7. Name and Classification of Next Higher-Level SupervisorTonya Joy, State Division Director 17 |  13. Work Location (City and Address)/Hours of WorkMSHDA 735 East Michigan Ave, Lansing, MI 48912Mon – Fri 8:00 a.m. – 5:00 p.m. – Hybrid  |
|  14. General Summary of Function/Purpose of PositionThe Neighborhood Development Division has created the MICH Program and has awarded regional energy-efficiency grants statewide. The MICH Program Staff functions as resource for the delivery of MICH resources awarded to communities and non-profit organizations utilizing a statewide program delivery subrecipient approach. This position serves as a contact between the Division and the local communities/grantees in housing partnership regions statewide. This person will provide technical assistance, grant oversight and implementation support for the MICH Program. This position is responsible for reviewing and processing disbursement requests, preparing grant close-out documentation upon completion, and other assignments as determined tied to the MICH Program. This position works directly with entities to implement MICH subrecipient agreements that are structured to help with home repair and energy enhancements throughout the state. This position will transition as needed to MI Neighborhood (MIN) Portfolio financial processing and grant management duties on an as needed basis Including application evaluation and pre-award/ post award activities. |
| For Civil Service Use Only |
|  15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty. List your duties in the order of importance, 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 50%**Serve as a MICH and MI Neighborhood program champion and develop partnerships between MSHDA, local units of government, non-profit agencies, and housing-oriented stakeholders to facilitate the implementation of the program statewide with an emphasis on reviewing and processing financial status reports.  |
| **Individual tasks related to the duty.*** Review and evaluate new financial status reports submitted by local nonprofit organizations and/or local units of government; make recommendations for MICH funding via IGX.
* Analyze applications and attend on-site visits to assist with determining the competitive distribution of resource allocations for Neighborhood Development Division (NDD) programs.
* Perform analysis and identify local resources and/or significant partners to enhance MSHDA financed activities.
* Perform analysis and make recommendations for improved program implementation and serve on team committees as assigned associated primarily with new unit construction.
* Act as a liaison to grantees, explaining and being a guide from beginning to completion of energy-efficiency projects.
* Share information regarding “best practice” models for housing and service delivery systems and provide linkages between communities to develop partnerships statewide.
 |
| Duty 2**General Summary of Duty 2 % of Time 30%**This position is responsible for overseeing the progress of the MICH grantee portfolio and promoting MSHDA Neighborhood Development Division (NDD) Programs. This position will provide support and advice to grantees in the interpretation of M program regulations and guidelines and in problem-solving to expedite financial processing. |
| **Individual tasks related to the duty.*** Act as a liaison with Subrecipient Agencies to identify areas where their organization needs improvement and arrange for the delivery of technical assistance in identified areas. Maintain ongoing contact to monitor progress.
* Oversee MICH funded grants in the assigned portfolio including program progress, monitoring, review, and recommendation of disbursements, maintaining records regarding financial and programmatic project status, review audits and facilitate expedited implementation and close-out of completed projects.
 |

|  |
| --- |
| Duty 3**General Summary of Duty 3 % of Time 10%**This position assist with financial federal reporting certification form collection, compilation, preparation and submission of documents. |
| **Individual tasks related to the duty.*** Participate in a special financial workgroup which is charged with various tasks such as; addressing (internal and external) reporting needs; and creating and understanding timeliness plans; and collecting / compiling tied to quarterly report submission data from grantees to enhance the performance of the Division and its programs from a reporting perspective.
 |
| Duty 4**General Summary of Duty 4 % of Time 10%**Undertake activities related to NDD portfolio oversight to optimize the integration of program design and delivery and streamline policies and procedures to efficiently optimize program dollar disbursements, tracking, and reporting. |
| **Individual tasks related to the duty.*** Provide feedback and recommendations regarding the impact of program policies and design on implementation and delivery.
* Evaluate how programs are addressing neighborhood need within the area.
* Make recommendations to improve overall program effectiveness.
 |

|  |
| --- |
| 1. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Process requests from communities and nonprofit organizations on a variety of issues that may evolve during grant term performance; determine the need for and coordinate technical assistance; determine the need for and conduct onsite visits; prepare correspondence regarding findings and conduct necessary follow-up. |
| 1. Describe the types of decisions that require your supervisor’s review.

Politically sensitive issues or decisions involving matters of agency policy or technical matters that have not been previously experienced and/or deviate from standard policy protocol.  Decisions of a legal matter would be referred to the Neighborhood Development Divisions Manager, Director and/or Staff Attorney, as appropriate. |
| 1. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Frequent travel and to sometimes stoop or reach during site visits. |
|  19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.) |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  20. My responsibility for the above-listed employees includes the following (check as many as apply): **Complete and sign service ratings. Assign work.** **Provide formal written counseling. Approve work.** **Approve leave requests. Review work.** **Approve time and attendance. Provide guidance on work methods.** **Orally reprimand. Train employees in the work.** |
|  21. *I certify that the above answers are my own and are accurate and complete*.  **Signature Date** |

**NOTE: Make a copy of this form for your records.**

|  |
| --- |
| TO BE COMPLETED BY DIRECT SUPERVISOR 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?New Position. |
|  23. What are the essential duties of this position?This MICH staff member is responsible for a grant portfolio and the subsequent program delivery of all resources awarded to communities and non-profit organizations. This position involves the implementation of MICH programs and their oversight within the state. It includes the management of MICH grants (desk monitoring, technical assistance, tracking program progress and financial status and the preparation of close-out documents, and the collection of completed project measurables) awarded to subrecipient agencies. Must be able to remain stationary and operate a computer and other office equipment a majority of the time. Must be able to occasionally move about inside the office to access file cabinets and other office equipment. Must be able to communicate with staff and partners on a regular and frequent basis and have the ability to exchange accurate information in these situations. Must be able to operate a motor vehicle and maintain a valid driver’s license. |
|  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 function of the work area is to carry out the program delivery and implementation of the NDD Program’s within the state. This position involves assisting in that effort, both in the field and in-house. |
|  26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position. |
| EDUCATION:Education typically acquired through completion of high school.  |
| EXPERIENCE:Possession of a high school diploma or a GED Certificate. **EXPERIENCE:****Departmental Technician 7:**One year of experience performing administrative support activities equivalent to the 7-level in state service.**Departmental Technical 8:** One year of experience as a technician or paraprofessional equivalent to the entry level in state service. -OR- One year of experience performing administrative support activities equivalent to the 8-level in state service.**Departmental Technical E9**: Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service. – OR – One year of experience performing administrative support activities equivalent to the 9-level in state service. – OR – One year of experience as a supervisor or administrative support activities equivalent to the 9-level in state service. **Alternate Education and Experience****Departmental Technician 7:**Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.**Departmental Technician 8:**Possession of a Bachelor’s degree may be substituted for the experience requirement.**Departmental Technician E9:**Possession of a Bachelor’s degree and one year of job-related experience may be substituted for the experience  |
| KNOWLEDGE, SKILLS, AND ABILITIES:* Verbal and written skills, computer skills, and ability to work cooperatively with others.
* Good math skills
* Knowledge and/or experience in grant portfolio oversight preferred.
* Knowledge and proficiency using Word, Excel, Outlook and various software programs used by the Division.
* Ability to determine work priorities and proficient when dealing with multiple deadlines.
* Self-starter who works with minimal supervision and works well with others.
* Highly self-motivated, disciplined, flexible, patient and not easily frustrated
* Ability to effectively communicate, both orally and in writing, and maintain good public relations.
* Attention to detail is important
 |
| CERTIFICATES, LICENSES, REGISTRATIONS: Driver’s license. |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.* |
|  27. *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’s Signature Date** |
| TO BE FILLED OUT BY APPOINTING AUTHORITY |
|  28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor. |
|  29. *I certify that the entries on these pages are accurate and complete.*  **Appointing Authority’s** **Signature Date** |