

## 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><br>STATE POLICE   |
| <b>3. Employee Identification Number</b>  | <b>9. Bureau (Institution, Board, or Commission)</b><br>State Services Bureau   |
| <b>4. Civil Service Position Code Description</b><br>DEPARTMENTAL ANALYST-E   | <b>10. Division</b><br>Emergency Management and Homeland Security   |
| <b>5. Working Title (What the agency calls the position)</b><br>Federal & State Grant Analyst                         | <b>11. Section</b><br>Risk Reduction and Recovery Section   |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>RICHMOND, KIM M; DEPARTMENTAL MANAGER-3          | <b>12. Unit</b><br>Preparedness Grants  |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>BURGER, PENELOPE J; DEPARTMENTAL MANAGER-4 | <b>13. Work Location (City and Address)/Hours of Work</b><br>7150 Harris Drive, Dimondale, MI 48821 / Monday through Friday, 8 a.m. to 5 p.m. |

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

The Emergency Management and Homeland Security Division (EMHSD) administers multiple federal grant programs on behalf of sub-recipients statewide and effective program management is essential. The individual in this position will play a vital role in division efforts to effectively meet grant program requirements and ensure compliance with all applicable federal regulations. This individual will assist with the application process for grants from the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA). This individual will also provide technical support to state and local emergency response agencies relating to implementation of various grant programs. Assistance provided by this individual will include hands-on development of appropriate guidance materials based on meetings with local government agencies. Effective communications and interpersonal skills are critical to performance of these duties. Additional duties include development and tracking of sub-recipient grant agreements, supporting reporting and accountability activities, conducting program eligibility reviews, developing reports and research documents, analyzing legislative policy, and supporting statewide strategic planning initiatives.

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: 55**

Assist with program management associated with federal grants from DHS, FEMA and/or other federal agencies. Co-coordinate and provide expertise for the application process for these grants.

**Individual tasks related to the duty:**

- Support development, maintenance and submission of grant applications.
- Support activities relating to the division's capability assessment process and provide analysis and tracking of key indicators.
- Assist in the establishment of statewide initiatives, goals and objectives associated with federal grants.
- Support development and implementation of accountability requirements for federal grants.
- Provide assistance as requested by state agencies, local jurisdictions and other applicable organizations with meeting accountability requirements.
- Develop expertise and act as a subject matter expert in emergency management and homeland security grant funding and related grants.
- Conduct eligibility reviews of project and reimbursement requests submitted by sub-recipients for grant activities to evaluate for allowability under the applicable grant program, based on compliance with DHS/FEMA policies, procedures, and grant-specific guidance.
- Review and keep up-to-date on federal and state guidelines, legislation, standards and initiatives related to emergency management and homeland security grant funding and related grants.
- Provide guidance to the EMHSD Commander, Assistant Commander or other executive management on issues related to emergency management and homeland security grant funding and related grants upon request.

**Duty 2****General Summary:****Percentage: 30**

Assist in the development of sub-recipient grant agreements. Co-ordinate and provide expertise related to program-specific agreements, fiscal year requirements, and monitoring of grant agreement status.

**Individual tasks related to the duty:**

- Coordinate development of the annual EMHSD standard grant agreement language.
- Create grant agreements for assigned grants, including thorough review of grant program guidance and award letter special conditions.
- Work with the section secretary to create final grant agreement packets, including cover letters, sub-recipient checklists, attachments, and mailing addresses.
- Create both new grant agreements and replacement grant agreements.
- Move completed grant agreements through the division's approval, signature and mailing process, ensuring that the agreements are mailed complete and on time (including meeting federal deadlines).
- Track grant agreement status, including mailing date and sub-recipient return dates. Perform follow-up duties as necessary.

**Duty 3****General Summary:****Percentage: 10**

Assist in the development and direction of special projects as assigned by the Risk Reduction and Recovery Section Manager and the Preparedness Grants Unit Manager to include legislative policy analysis and strategic planning. Provide project support, research, and evaluation. Other duties as assigned.

**Individual tasks related to the duty:**

- Provide command staff with assistance in the development and implementation of new statewide initiatives and projects.
- Provide command staff with research and reports on new projects and/or legislation.
- Coordinate information exchange on section issues among other EMHSD sections and other state, local and federal agencies.
- Act as the Division's representative at meetings and other functions as assigned.
- Make presentations and perform other public speaking functions as assigned.
- Attendance at required/relevant conferences, meetings, exercises and training programs

**Duty 4****General Summary:****Percentage: 5**

Provide support to the division during activation of the State Emergency Operations Center (SEOC) for disaster or emergency drills, exercises and actual events. Perform other duties as assigned.

**Individual tasks related to the duty:**

- Perform emergency support functions in the SEOC during disaster emergency drills, exercises and actual events as assigned or as required by the Incident Command System and in accordance with standards set forth by the National Incident Management System (NIMS) and the National Response Framework (NRF).
- Be available to respond to disasters in the State of Michigan 24 hours per day.
- Cross training with other EMHSD staff.
- Other duties as assigned.

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

Establish program and task priorities. Communicate the division's policy and/or established position on program related issues. Determine information to be collected and analyzed, methods of assessing and reporting.

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

Issues that may be in contradiction of established policy. Decisions that involve politically sensitive issues.

**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 entails routine office work including use of a personal computer, telephone, fax, general office and audio-visual equipment. Standing, sitting, typing, writing, walking, stooping, kneeling, carrying and bending are all physical tasks that may be performed occasionally. This position will participate in meetings, occasionally requiring driving to meeting locations and transporting boxes of published material. This position is required to be available to work overtime in a disaster or emergency.

**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?**

Support the application process for grants from DHS and FEMA and associated activities related to management and administration of federal grant programs.

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

The essential functions of this position have not changed. Updated bureau and section name.

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

The work area includes the Emergency Management and Homeland Security Division (EMHSD) administrative staff offices, as well as the State Emergency Operations Center (SEOC). The EMHSD is the state level agency responsible for all aspects of emergency management and homeland security within the state and is responsible for the planning and coordination of state level response to disasters and emergencies (through the SEOC). This position within the Risk Reduction and Recovery Section supports this overall mission with a focus on providing the necessary support to ensure adequate emergency management and homeland security funding.

**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:**

Advanced verbal and written communication skills, public speaking experience and knowledge of MS Office software to include Word, Excel, Access and Power Point. Ability to manage heavy workloads and multiple priorities under high stress conditions and situations. Ability to handle sensitive issues and information in a confidential manner. Knowledge of the state's emergency management system, structure, and procedures and/or disaster response experience. An understanding of homeland security concepts and grant management is desired.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Professional Emergency Management Certification is required. (May be obtained following appointment).

*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.***

TAMERA BACHMAN

11/7/2024

\_\_\_\_\_  
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