

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: DEPTALTE

Civil Service Class and Level: DEPARTMENTAL ANALYST 9-P11

Working Title (What the agency calls the position): Transition Analyst

Name and Position Code Description of Direct Supervisor: BELL, KATE; STATE ADMINISTRATIVE MANAGER 15

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission):

Division: Economic Transition Office

Work Location (City and Address)/Hours of Work: Lansing, MI / Mon-Fri, 8am-5pm

General Summary of Function/Purpose of Position: This position will serve as part of the program team for the Community and Worker Economic Transition Office. The position will focus on grant implementation and compliance activities for the MI Supplier Conversion Grant Program. Assists with managing grant activities. Maintains organized records of sub-grantee documentation. Conducts outreach and stakeholder visits for funded grant projects and relays updates on grantee experiences, needs, and successes to inform future Office programming. Provides status updates to Office staff and program partners. This individual will influence compliance reports that the Office will develop to submit to the US Department of Energy during the grant's period of performance (ending December 31, 2029).

The position will also carry out a range of professional research and analysis assignments for the purpose of evaluation, assessment, planning, development, and implementation of additional Office programs.

This position will engage with Office staff and grantees, as well as business and governmental partners, and other SOM departments, agencies, bureaus, etc.

Assigned duties and tasks for each duty.

Duty 1: Support day-to-day implementation of the MI Supplier Conversion Grant Program. Work closely with Industry Specialist, the Office team, LEO staff, US Department of Energy staff, and sub-grantees to ensure compliance and timely execution of grant activities. Conduct stakeholder meetings, prepare for and participate in site visits with sub-grantees.

- Evaluates, compiles, and maintains grant compliance documentation throughout the full period of performance, ensuring alignment with federal requirements and organizational objectives.
- Researches, collects, consolidates, analyzes, and maintains program data necessary to meet program reporting and evaluation requirements.
- Prepares analytically driven quarterly reports on program implementation and budget status for submission to the U.S. Department of Energy, incorporating data interpretation, trend analysis, and assessment of progress against established goals.
- Monitors and analyzes project milestones across all sub-grants to assess adherence to the Office's project management plan, identifying potential risks, delays, or resource gaps that may impact overall grant performance.
- Uses and maintains computer data bases to record and analyze data on program and service activities.
- Analyzes progress towards grant implementation, connects milestones to performance metrics for the Office's strategy.
- Represents the Office at various meetings related to the grant.
- Advises Office staff and leadership on issues or concerns impacting the grant program.
- Documents lessons learned, sub-grantee needs, and other key information related to sub-grantees and their experiences during the grant period of performance to inform future Office programming.

Duty 2: Completes research and analysis assignments for the purpose of evaluation, assessment, planning, development, and implementation of additional Office programs.

- Evaluates documents and applications for possible inclusion in programs.
- Determines eligibility or compatibility of documents and applications with the objectives and priorities of the Office's programming areas.
- Proposes, develops, and prepares policy materials and supporting instructions or forms in a program area.
- Assists with developing program plans for future Office programming, including study and analysis of program data and preparing budget recommendations.

- Provides periodic briefings to stakeholder groups on implementation, progress, and pending issues.

Duty 3: Other duties as assigned in service of the MI Supplier Conversion Grant Program.

- Perform other duties as assigned by the Office Director and/or Deputy Director.

Types of decisions made independently and whom or what those decisions affect: Independent action taken in carrying out daily assignments to implement the MI Supplier Conversion Grant Program. Makes decisions on project tracking and correspondence. Decisions affect Office goals and stakeholder relationships and have important political, economic, and social impact.

Types of decisions that require the supervisor's review: Guidance is sought when executive direction is not clear, policy/procedures are unclear. Changes to the grant project management plan or strategic direction. Budget decisions. Issues that are politically sensitive in nature.

Physical effort used to perform this job and environmental conditions of this position: Physical effort associated with office work/environment. Day and/or overnight travel across the state may be required. Occasional travel to conferences, meetings, or events may be required.

The essential functions of this position: Support day-to-day implementation of the MI Supplier Conversion Grant Program. Work closely with Industry Specialist, the Office team, LEO staff, US Department of Energy staff, and sub-grantees to ensure compliance and timely execution of grant activities. Conduct stakeholder meetings, prepare for and participate in site visits with sub-grantees. Completes research and analysis assignments for the purpose of evaluation, assessment, planning, development, and implementation of additional Office programs.

The function of the position's work area and how it fits into that function: The mission of the Economic Transition Office is to ensure that communities, workers, and employers impacted by transitions in the auto and utility sectors have the support they need to actively prepare for, benefit from, and shape Michigan's future economy. The Office addresses transition impacts through means such as ensuring displaced workers have access to high-quality jobs, assisting employers to increase their resiliency, and supporting communities as they develop proactive and comprehensive strategies to mitigate transition risks. This role will work to support a major grant program administered under the Office's industry-focused programming, ensuring that small and medium-sized auto suppliers have access to capital to retool their facilities and retrain their workforce to enter qualified vehicle supply chains.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

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:

- Knowledge of federal grant management and compliance requirements, particularly for grants issued by the US Department of Energy.
- Ability to establish and maintain effective relationships with state partners and small and mid-sized manufacturers.
- Ability to administer program policies, procedures, and guidelines.

- Ability to prepare requests for proposals and program agreements.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to learn and utilize computer processes.
- Ability to design forms.
- Ability to analyze, synthesize, and evaluate a variety of data and information for use in program and strategy development and stakeholder outreach.
- Ability to communicate and present ideas effectively to diverse audiences.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A