

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTALTE

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.

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency AGRICULTURE AND RURAL DVLPMNT
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Agriculture Development Bureau
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Food and Agriculture Business Development Division
5. Working Title (What the agency calls the position) Federal Grant Program Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor BARNES, TRACEY R; DEPARTMENTAL MANAGER-3	12. Unit Grants Program
7. Name and Position Code Description of Second Level Supervisor THRONE, HEATHER L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 525 W Allegan St, Lansing, MI 48933 / Hours; M – F 8:00 am to 5:00 pm

14. General Summary of Function/Purpose of Position

This position serves as a Departmental Analyst in the Agriculture Development Bureau's Grants Team. This position supports the federal grant programming and systems for the division. The position is responsible for federal grant data collection and reporting systems for the Food & Agriculture Business Development Division. Ensures all federal applications, state plans, and performance reports are submitted timely. Develops federal reports and related program activities. Represents the division on workgroups and committees related to areas of expertise.

This position is required to follow established standard operating procedures and meet quality, quantity, and timeliness standards for assigned work.

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: 65

Supports federal and U.S. Department of Agriculture (USDA) grant programs. Responsible for the development, implementation, and operation of the federal reporting requirements for multiple federal programs and active multi-year agreements. Includes the creation federal applications, state plans, and reporting for awarded federal grants.

Individual tasks related to the duty:

- Research, conduct analysis, review and report for USDA federal grant programs within the federal grant management system.
- Serve as the main point of contact for information requests and data gathering with federal agencies and sub-awardees.
- Conduct analysis and reporting of federal programing for annual performance reports.
- Provide system support and coordinates, reviews and submits division packages for new federal funding program.
- Monitor compliance and adherence to federal rules and regulations with federal sub-awardees.
- Develop and present grant training and webinars.
- Function as a point of contact for USDA, federal agencies, sub-awardees, and stakeholders.
- Provide technical expertise for the grant program throughout the federal application process and submit application via the federal grant management system.
- Conduct performance reviews and desk reviews of federally established subawards.

Duty 2

General Summary:

Percentage: 25

Serves as a point of contact for grant amendments and extension.

Individual tasks related to the duty:

- Implement and adhere to policies and procedures of a technical nature related to the interpretation of federal and state laws and regulations.
- Review and approve requested amendments and/or extension by grantees for federal grants.
- Provide review, evaluation and approval of complex project scope and budget changes for federal and state projects.
- Track and request needed grant amendments with federal partners based off approved state plans and grant agreements.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Represent the division on workgroups and committees related to areas of expertise.
- Assist with division assignments as needs arise.

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

Make decisions regarding critical federal programs throughout the process working with a variety of staff and stakeholders at all levels. Decisions made in accordance with supervisor review, division and section policies and procedures.

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

Major system or policy recommendations/decisions are reviewed with the program manager.

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.

Physical activities generally associated with the office work such as standing, stopping, kneeling for filing or operating a personal computer.

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. |

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 serves as a Departmental Analyst in the Agriculture Development Bureau's Grants Team. This position works with the federal grant programming and systems for the division. The position is responsible for federal grant data collection and reporting systems for the Food & Agriculture Business Development Division. Assures all federal applications, state plans, and performance reports are submitted timely. Develops federal reports and related program activities. Represents the division on workgroups and committees related to areas of expertise.

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

This position is being lowered from a Departmental Analyst 12 to the Departmental Analyst 9-P11 scale. As such, Departmental Analyst A12 duties have either been removed from this position description or capacities have been reduced to 9-P11 levels.

Additionally, this position description was updated to reflect the bureau structure within MDARD and the creation of the Food and Agriculture Business Development Division, in which the Grants Program resides.

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

The AgD grants section provides primary programming for economic development grants for the food & agriculture industry. This position serves as a contact for applying, managing and reporting requirements for federal grant programming in the AgD programs.

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:

- Knowledge of the principles and practices of research and analysis.
- Knowledge of the principles of administrative management, office procedures and reporting.
- Knowledge of the tools of management, such as methods development, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.
- Knowledge of the finance of public programs.
- Knowledge of the initiation, development, and evaluation of public programs or services.
- Knowledge of the economic, social, political, and business conditions of the state.
- Knowledge of governmental organization and structure.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.
- Ability to establish program procedures, policies, or guidelines and to relate these to objectives.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to formulate plans, procedures, and controls in the program area.
- Ability to learn and utilize computer programs and software.
- Ability to design forms.
- Ability to maintain favorable relations with staff from MDARD, other state agencies, the regulated community, the legislature, and the general public.

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.

None.

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

QUINN BENSINGER

11/24/2025

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