	Position Code
	1. DEPTALTA

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** LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Unemployment Insurance Agency
4. Civil Service Position Code Description Departmental Analyst-A	**10. Division** Finance & Analysis
5. Working Title (What the agency calls the position) Senior UI Data Analyst	**11. Section** Analysis & Reporting
6. Name and Position Code Description of Direct Supervisor MUREMBYA, LEONIDAS; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor CICCONE, DEBORAH; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** TBD Lansing or Detroit / 8:00 AM - 5:00 PM Monday - Friday

14. General Summary of Function/Purpose of Position

The person in this job will complete or oversee a variety of research and analysis assignments for the purpose of evaluating and assessing UIA's activities and services delivery.

The senior analyst in this position leads data management and visualization projects across the agency. Particularly, this person is an expert in building and maintaining dashboards using Power Bi. This employee maintains the economic and claimants' demographics dashboards already in existence by updating data on a weekly basis, either manually or automatically through API application. The senior analyst builds and maintains operating dashboards for the tax, benefit, customer services, and fraud activities of the agency. The senior analyst builds and maintains tax performance and benefits accuracy measurement dashboards for UIA's leadership. The senior analyst works with analysts across the agency in creating Power Bi reports in the upcoming new information processing system (MiUI) that is replacing MiDAS).

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: 70**

Lead analyst for UIA Workflow data, including the querying, collecting, cleaning, analyzing, and visualizing unemployment insurance data for Tax and Benefit operations. Designs, implements, and documents personal computer-based data collection, processing, and reporting systems. Performs, on a regular basis, highly complex professional research and analysis assignments for the Unemployment Insurance program. Request API keys for linking external data to internal dashboards. Write formulas to create UI metrics for dashboards.

Individual tasks related to the duty:

- Analyzes on-going program operations and recommends modifications of policies and procedures to achieve greater efficiency and effectiveness.
- Leads in the development of new dashboards and/or the improvement of the existing dashboards.
- Writes SQL programs to query data from UIA servers for various dashboards and reports.
- Debugs and troubleshoots existing SQL programs and API link.
- Request API keys for linking external data to internal dashboards.
- Write novel formulas to create UI metrics for dashboards.
- Maintains and updates dashboards across agency units.

Duty 2

General Summary: **Percentage: 20**

Internal / External Reporting – Leads acquisition of information needed to respond to inquiries received from program staff, management, or external entities on Michigan's unemployment insurance benefit programs.

Individual tasks related to the duty:

- Researches, collects, consolidates, analyzes, and maintains program data necessary to meet program reporting and evaluation requirements, and the goals of the agency program or service.
- Proposes, develops, and prepares policy materials, operations manuals, and supporting instructions in a program area.
- Lead the development of new narrative reports.
- Lead the development and maintenance of dashboards for data visualization and dissemination.
- Maintains records, and prepares reports and correspondence related to the work.
- Assemble data and compile information necessary for responses to external information requests.
- Gather information relating to inquiries received from state and federal agencies, public and private organizations, educational facilities, state and federal legislators, the news media and the governor's office relating to Unemployment Insurance programs.
- Evaluates organizational and/or operational needs and recommends solutions.
- Maintains records, and prepares reports and correspondence related to the work.

Duty 3

General Summary: **Percentage: 10**

Federal ETA Reporting. Reviews and audits ETA reports time frames and formats to ensure reports are created according to ETA instructional handbooks

Individual tasks related to the duty:

- Identifies program areas not meeting State and/or Federal guidelines and takes division lead in cases of elevated complexity.
- Provides guidance to Data Analysts within the division regarding proper actions to take within UI standard operating procedure.
- Audits and reviews ETA report time frames and formats generated within division to ensure compliance with instructional guidelines.
- Review of SQLs behind each ETA report generated by Analysis and Reporting Section and make the necessary corrections when needed.
- Consolidates information generated from Analysis and Reporting Section to be used in the development of the State Quality Strategic plan.
- Collaborate with the external developer of the new UIA data system to ensure a smooth automated transmission of data between state and federal systems.

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

- Make decisions independently regarding the accuracy of queries, data, analysis, validation sampling techniques, and personal workflow ensuring all deadlines are met.
- Deadlines, project outcomes and workload validation results could be affected. This could affect workload funding.

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

- Recommendations that either affect Agency policy or would significantly impact program reporting would require supervisory review and approval.
- The overall structure, timing, and objectives of a project require supervisor review.
- Supervisor provides guidance when a project is stalled, or the result is inconsistent with expectations and on policy issues.
- An area that reflects a possible control problem or may possess potential audit consideration.
- When there is a conflict between resources.

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: Extensive use of computer keyboard.

      Walking to other departments occasionally.

Conditions/Hazards: Possible 'high-stress' periods with tight deadlines.

Some travel, both out of state & in state, may be necessary to perform duties and obtain training.

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?

This position is responsible for performing data analytics and utilizing various automated programs and/or tools to convert data into actionable information.

Responsible for federal and management reporting on Unemployment Insurance (UI) activities. Lead in the development and maintenance of agency UI scoreboards and dashboards. Responsible for the collection, processing, and verification of data. Analyze data generated and prepare narrative reports. Collaborate in technical capacity with Agency Services, DTMB programmers, and IT contractors. Assist in preparing UI workload projections, Data Validation, and ETA Reporting.

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 work area is responsible for federal and management reporting, relating to Unemployment Insurance programs. This is a central repository and point of contact for workload, Trust Fund and Tax data, and the unit is also responsible for data analysis and projections, and research on legislation and other topics. Assist in the performance of USDOL Data Validation Project.

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 12
Three years of professional experience, including one year of experience equivalent to the experienced (P11) 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 of methods, systems, and operational analysis.
- Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.
- Ability to organize, evaluate, and present information effectively.
- Ability to formulate plans, procedures, and controls in a program or service area.
- Ability to input, maintain, and retrieve data from computer systems.
- Ability to maintain records and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others.

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.

_____   _____
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**