Position Code
1. DEPTALTEJ29Y

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)** Workforce Development (WD)
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	**10. Division** Industry Engagement Division (IED)
5. Working Title (What the agency calls the position) Departmental Analyst 9-P11	**11. Section** Work-Based Learning (WBL)
6. Name and Position Code Description of Direct Supervisor WADE, KEENAN M; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor LYZENGA, DEBORAH S; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 320 S WALNUT ST; LANSING, MI 48933 / Monday – Friday 8:00 am to 5:00 pm

14. General Summary of Function/Purpose of Position

The Talent Fund analyst serves in a Departmental Analyst position supporting the Going Pro Talent Fund program to ensure performance metrics are achieved, and that grant activities are coordinated with the activities of other Industry Engagement Division (IED) and Work-Based Learning section initiatives.

The Talent Fund Analyst's primary role is assisting with WD grant program management, administrative support, and state-level coordination with sub-grantees, and stakeholders.

Additional priority duties include WD performance data management, analysis, and reporting including participant engagement and outcomes, program deliverable progress and completion and fiduciary transaction tracking and reconciliation. Along with data tracking, Analyst will help with the day-to-day operations, including interfacing with grantees, conducting research and analysis for assignments, coordinating meetings and special events, providing technical assistance.

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:**   **40**

Provide analyst support to Going Pro Talent Fund grant management, administration, and coordination.

Individual tasks related to the duty:

- Research and interpret regulations, policy releases, guidance, and program documents.
- Develop and revise policy, procedures, and work plans to properly administer grant activities.
- Assist with budget oversight, and monitoring, in compliance with state appropriation and grant metrics.
- Develop, track, and maintain summaries of grant program performance, progress to goals, and expended funds.
- Monitor, analyze, and reconcile grant financial transactions for accuracy, compliance, progress, and performance.
- Analyze sub-grantee progress to date (against goals) and reports, extracting project successes and challenges.
- Prepare state periodic reports including agency, divisional, legislative, and quarterly reports.
- Prepare for, and conduct, program reviews and assessments, including programmatic and financial monitoring reviews.
- Adhere to, improve, and document WBL section processes and procedures to ensure cross-program coordination.

Duty 2

General Summary: **Percentage:**   **40**

Assist with the development and implementation of Workforce Development data and reporting processes and systems along with partner communication, collaboration, and convening to ensure stakeholder consensus and progress.

Individual tasks related to the duty:

- Collection, track, and analyze program data.
- Maintain any program performance data necessary to meet special project assignments, goals of the agency, and legislative requirements of the grant program and related initiatives.
- Work with industry partners, grantees, and other stakeholders to incorporate and improve best practices for training programs, data capture, analysis, and reporting.
- Draft reports that provide measurable results for the legislature, departmental executive staff, and the public.
- Plan for and prepare meeting content, notifications, agendas, and minutes for grantee and sub-grantee meetings.
- Support grantee technical assistance sessions, both virtual and in-person.
- Prepare technical assistance content including presentations for conferences and online/webinar-based information sessions and training.
- Develop, document, improve, and maintain grant program related forms and associated procedures; and "toolkits" in online formats for rapid access by partners and stakeholders through a common repository.

Duty 3

General Summary: **Percentage:**   **10**

Facilitate Talent Fund grant budget management including tracking, analysis, reconciliation, and reporting to ensure program success.

Individual tasks related to the duty:

- Partner with LEO-E&T Communications to contract for the development of training and technical assistance materials specific to publishing requirements to assist sub-grantees.
- Provide technical assistance related to credentials and competencies data to sub-grantees and other stakeholders through meetings and webinars to achieve the requirements of grant programs.
- Collect and maintain any budget and expenditure data to meet the goals and state requirements of the grant program and related initiatives.
- Monitor, analyze, and reconcile grant financial transactions for accuracy, compliance, progress, and performance.
- Work with sub-grantees to analyze and reconcile instances of budgeting and expenditure that is out of alignment compared to allowable activities and the work plan.
- Develop reports that exhibit the status of the grant program budget for departmental executive staff, the legislature, and the public.

Duty 4

General Summary: **Percentage:**   **5**

Assist with addressing inquiries and facilitating outreach for the Talent Fund programs.

Individual tasks related to the duty:

- Plan for and prepare meeting content, notifications, agendas, and minutes for grantee and sub-grantee meetings.
- Support sub-granted technical assistance sessions, virtual and in-person.
- Provide technical assistance, conference presentations, online/webinar-based support, and training.
- Receive, track, and respond to inquiries from employers, jobseekers, partners, and stakeholders.
- Work with LEO-E&T Communications to promote grant programs.
- Draft, improve, and disseminate correspondence to stakeholders.
- Work with LEO-E&T Communications to develop, improve, and maintain grant program content and process documentation for program web and social media sites.

Duty 5

General Summary: **Percentage: 5**

Perform other duties as assigned.

Individual tasks related to the duty:

- Attend and participate in meetings, conferences, and training sessions.
- Perform various other related duties.

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

The Talent Fund Analyst makes decisions regarding organization of work and provides clarification to subgrantees and program stakeholders and contractors, related to the grant award. Decisions impact the management of contractor / sub-grantee work, stakeholder satisfaction, and program success.

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

The Talent Fund Analyst seeks guidance when priorities of assignments conflict; when other division or section initiatives may be impacted; when issues may be politically sensitive; for areas in which policy/procedure is unclear; and for work priority determination when needed.

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.

The physical effort required for this position is that normally associated with work in a general office environment (100% of time). The ability to use a computer effectively is essential (80% of time) travel outside the office is required (less than 10% of time).

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?

Perform in a professional capacity to promote and expand education and training programs statewide.

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

Minor updates to the position description to remove responsibility of support services to the Michigan Learning and Education Advancement Program (MiLEAP), a limited-term federally funded program. The position's duties and function remain the same, now exclusively providing services to the state funded Going Pro Talent Fund.

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

The Industry Engagement Division promotes demand-driven workforce development strategies to help attract, retain, and develop talent in high-growth, high-wage industry sectors. The division engages employers, Michigan Works! System; educational entities; work-based learning stakeholders; and other local, state, and federal partners to execute programs and initiatives that produce successful recruitment, training, placement, and retention outcomes. In this effort, the Work-Based Learning section promotes and supports the use of the industry focused/work-based learning models to help meet divisional goals and objectives.

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:

1. Ability to function with excellent written and verbal communication skills.
2. Ability to write business correspondence and reports, and training materials.
3. Ability to effectively present information and respond to inquiries from USDOL, LEO-E&T executive team, managers, clients, customers, apprenticeship stakeholders, and the general public.
4. Ability to define problems, collect data, establish facts, and draw valid conclusions.
5. Ability to effectively use business computer software such as word processing, spreadsheet, financial transaction and tracking systems, and presentation software.
6. Knowledge of the workforce development system, educational system, and components of the apprenticeship system.
7. Ability to act very independently with minimum supervision.

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.

CLAY BOAK   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**