

**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 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 Talent Development
5. Working Title (What the agency calls the position) Departmental Analyst 9-P11	11. Section Rapid Reponse
6. Name and Position Code Description of Direct Supervisor HOWARD, JIMELLE L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor LUCE, ERICA N; 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

This analyst position functions as a departmental analyst through intermediate and experienced-level responsibilities. This position supports the Workforce Innovation and Opportunity Act (WIOA) Rapid Response activities, Dislocated Worker, and Trade Adjustment Assistance (TAA) Program.

This position is responsible for researching the laws and regulations on the various employment and training programs designed to support those individuals that are defined as dislocated or adversely affected from employment. This position drafts policy providing direction for the delivery of the various programs. This position provides technical assistance to the assigned Michigan Works! Areas (MWAs) and other inquiring partners with the development, attraction, and retention of talent to build and support the 21st-century workforce and in addressing local and regional plant closings and layoffs through growth, attraction, and business solutions. This position will perform regularly scheduled onsite and/or virtual program monitoring reviews and other data validation collection assessment measures for the federally funded programs to ensure compliance with state and federal laws, regulations, and procedures. The position coordinates and facilitates Rapid Response (RR) worker and employer meetings mandated under the federal WIOA and TAA in response to receipt of WARN and/or other notifications of plant closings/layoff activity.

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: 35

Read and analyze state and federal laws, regulations and policies regarding WIOA Title I Dislocated Worker, TAA, and Rapid Response requirements on a regular basis. This position will investigate and conduct research of adversely affected employees to determine TAA program eligibility.

Individual tasks related to the duty:

- Analyze and assess services and operations for quality, efficiency, and effectiveness and to make recommendations for improvements.
- Research the laws and regulations on the WIOA Dislocated Worker, Rapid Response, TAA programs and other special projects as assigned.
- Obtain/maintain knowledge and expertise in program and grant policies, procedures, and federal/state requirements; prepare correspondence.
- Provide general technical assistance to the local MWAs, local contractors, other state departments, legislative staff, and other interested parties regarding applicable state and federal laws and directives.
- Utilization of MARS, Microsoft Excel, database platforms to collect, record, and analyze data on program activities.
- Assist with preparing letters, reports and other correspondence.
- Respond to phone/email inquiries, consulting with staff and/or management as necessary.

Duty 2

General Summary:

Percentage: 30

Serve as State Coordinator for assigned MWAs to provide technical assistance and ensure operational compliance of the WIOA Rapid Response, Dislocated Worker, and TAA Programs.

Individual tasks related to the duty:

- Review proposed program plans, contracts, and all modifications, assist assigned agencies with development of the local contracts, assess compliance with and interpret federal, state, and bureau regulations, policies, and guidelines.
- Assess compliance with and interpret state legislation and federal, state, and agency regulations, policies, procedures, and guidelines.
- Conduct analytical reviews and prepare special reports for the governor, departmental executive staff, legislators, and others as required.
- Analyze and evaluate contractor/grantee performance and program operations.
- Utilize and maintain computer databases to record and analyze data on program and service activities.
- Assist with technical assistance training pertaining to TAA on a state, regional basis.
- Other duties as assigned.

Duty 3

General Summary:

Percentage: 25

Coordinate and facilitate rapid response and layoff aversion activities mandated by the WIOA.

Individual tasks related to the duty:

- Respond to notices of company closures and mass layoffs received via WARN or unofficial notice, including news reports, phone or other means.
- Coordinate on-site rapid response employer and workers meetings to notify affected workers of the programs and services available including providing emergency assistance adapted to the particular closure/mass layoff.
- Establish and maintain relationships and communication with employers, unions, MWAs, other employee groups, and other government organizations, as necessary to assist with response efforts.
- Represent the department/bureau at meetings related to general technical assistance.

Duty 4

General Summary:

Percentage: 10

Conduct onsite and/or virtual WIOA Rapid Response, Dislocated Worker, and TAA Programmatic Review monitoring visits on a regularly scheduled basis.

Individual tasks related to the duty:

- Schedule on-site review with MWAs, including notification, expectations, and required documentation for pre-review.
- Conduct virtual and/or on-site program evaluation by review of local policies, plans, contracts, grants, and memorandums of understanding to determine compliance with LEO-WD and USDOL standards and priorities, data collection and analysis of current WIOA performance and expenditure levels, and participant file data collection utilizing information collected from the OSMIS.
- Conduct MWA staff interviews and host discussion, question and answer sessions, regarding service delivery of WIOA and TAA program(s).
- Review participant files to determine compliance with WIOA and TAA eligibility standards. Recommend modifications to local operations, policies, and procedures to achieve greater MWA efficiency and effectiveness.
- Compose post-review correspondence, including review summary, administrative suggestions, findings, and corrective action required on behalf of the MWAs.
- Provide technical assistance, as necessary, to ensure local areas are in alignment with LEO-WD and USDOL standards of operation following the review.
- 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.

In an experienced capacity, this position responds to basic through technical inquiries regarding the WIOA Title I Dislocated Worker, Rapid Response, and TAA program. If unable to properly respond, this position is responsible for consulting with staff and/or management and conveying this information to the requesting party.

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

Guidance is sought when specialized or technical information is requested by a third party, priorities of assignments conflict, issues that may be politically sensitive, areas in which policy/procedure are unclear, purchase of equipment and supplies, and review and approval of documents.

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 normally associated with a general office environment, the ability to use a computer, and travel outside of the office is required.

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?

This position is responsible to perform analyst-level duties in the Rapid Response Section. Accountable for interpretation of federal/state statutes, regulations, and policies for the WIOA Title I Dislocated Worker, Rapid Response, and TAA programs Included in the responsibilities of this position is: provide general technical assistance for programs administered by the section to the local MWAs, and to any other inquiring organization, including both government and private entities; Assist with review of local program design and planning implementation; Assist staff with conducting regional training sessions for MWA service providers, and other interested parties regarding rules, regulations, activity reporting, and pertinent changes; and provide and coordinate employer meetings and worker meetings for impacted workers to provide an overview of the Rapid Response and TAA Program benefits, filing deadlines, and other pertinent information. All duties are to be performed with close supervision and management review.

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?

This function of work area disseminates state policy and procedures/directives, including guidance on the administration and operation of federal and state-funded programs through local sub-grantees such as governmental units, nonprofit corporations, or educational institutions. Additionally this area reviews local policy and planning documents and provides technical assistance as needed.

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:

- Must have good verbal and written communication skills.
- Ability to speak in front of small and large groups.
- Ability to research, analyze, and interpret local, state, and federal requirements and regulations.

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

Appointing Authority

1/19/2026

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 _____