

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> LEO-LABOR AND ECON OPPORTUNITY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Workforce Development (WD)
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Industry Engagement
<b>5. Working Title (What the agency calls the position)</b> Talent Development Liaison	<b>11. Section</b> Sector Strategies
<b>6. Name and Position Code Description of Direct Supervisor</b> PENTIAK, ANNE; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> LYZENGA, DEBORAH S; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 320 S Walnut Street, Lansing MI / Mon-Fri 8AM-5PM Remote work may be considered for this position.

**14. General Summary of Function/Purpose of Position**

As a Departmental Analyst in the Sector Strategies Section, Industry Engagement Division, this position is responsible for serving as a resource for employment solutions and for service to employers through knowledge of LEO training strategies that support high demand occupations. This position works to establish partnerships and collaboration between industries, MI Works! Agencies (MWA), economic development organizations, educational institutions, and LEO Workforce Development areas to identify, research and develop strategies to enable employers within industry sectors to meet their talent needs.

**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: 50**

Serves as a resource for issues affecting employer's talent needs and assist in developing solutions to meet those needs. Seek out, develop, and maintain relationships with employers to understand and respond to economic, unemployment, and occupational demand for talent in sectors across the state.

**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.
- Designs and conducts surveys or special studies to determine needs and to assist in planning, implementing, and evaluating programs and services; consolidates data and prepares reports.
- Conducts research and analysis, prepares reports, and conducts correspondence related to the work activities of the departmental program area.
- Analyzes on-going program operations and recommends modifications of policies and procedures to achieve greater efficiency and effectiveness.
- Develop and implement methods for program review, evaluation, and cost analysis.
- Serve as grant administrator for federal and state grants.
  - Duties include reviewing funding opportunities; planning and convening grant project team meetings;
  - Designing grant programs; establishing standards and deadlines for grant proposals; reviewing proposals for completeness and accuracy; developing detailed project implementation plans and managing grant awards with lead collection, aggregating, analyzing, and submitting sector strategies performance data in high-quality state-level summary reports, USDOL quarterly grant narrative and performance reports, and other required reports.
  - Activities include developing grant project budgets; writing grant concept papers, grant request for proposals (RFPs), grant applications, grant agreements, grant policy and procedure manuals; working with other teams and departments to prepare grant applications and managing approved grants; ensuring utilization of electronic tracking and monitoring of grant expenditures and performance outcomes; reviewing and approving grant-related payment requests and invoices.

**Duty 2**

**General Summary:**

**Percentage: 35**

Investigate and coordinate efforts to establish industry sector partnerships to ascertain the talent needs and assist in the development of solutions to meet those needs.

**Individual tasks related to the duty:**

- Act as a liaison between departmental programs with state and federal agencies, boards and commissions, private or public organizations, and communities to ascertain the talent needs within an assigned area and develop solutions.
- Establishes, administers and evaluates programs, recommends program policies and procedures, and designs forms.
- Develops and recommends alternative state and departmental strategies to address and resolve a variety of issues and problems.
- Serves as a key resource regarding existing and proposed laws, policies, and procedures as they relate to a program or service area.
- Evaluates organizational and/or operational needs and recommends solutions.
- Recommends criteria, standards, and guidelines to assess agencies' program structures and determines their compatibility with the objectives and priorities of the state program area.
- Assesses the social, economic, political, operational, and organizational implications of existing and proposed policies and program decisions.

**Duty 3**

**General Summary:**

**Percentage: 15**

Collaborate with internal LEO teams as well as other teams within LEO to maintain appropriate program and policy knowledge to ensure effective support and delivery of services to the region. Track/monitor all talent-related activities and outcomes with appropriate WD staff.

**Individual tasks related to the duty:**

- Represent the Labor and Economic Opportunity, Workforce Development on the Career and Education Advisory Councils.
- Work closely with WD staff and appropriate LEO teams to maintain appropriate program knowledge and understanding to ensure effective support to the region.
- Collaborate with LEO-WD Marketing and Communication teams to ensure promotional material and content are appropriate, applicable, and relevant to the specific region's needs.
- Identify and inform appropriate WD leadership of sensitive or broad impact issues.
- Identify trends and gaps in talent needs throughout the region working with partner agencies such as Michigan's Center for Data Analytics to inform the development and enhancement of LEO services.
- Conduct annual Business Services Programmatic Reviews
- Collaborate with BSRs and BSPs to achieve regional employer engagement metrics and performance goals, which include, but is not limited to, federal performance measures through the Workforce Innovation and Opportunities Act (WIOA) and WD-specific metrics.
- Evaluate and monitor employer engagement activities and outcomes and prepare related reports.
- Ensure employer satisfaction by providing timely, professional, and effective responses to talent needs.

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

This position exercises independent judgement in selecting the proper course of action in areas related to research, program development, correspondence, and reports. Provides clarification on issues related to Sector Strategies policies and procedures.

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

Issues outside the usual scope of this office and are unusually sensitive or political in nature.

**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 is normally associated with a general office environment. The ability to use a computer. This position requires extensive travel and/or overnight (in-state and out-of-state) travel may be required as well as meetings and assignments outside of a typical 8 to 5 workday.

**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?**

As a Departmental Analyst in the Sector Strategies Section, Industry Engagement Division, this position is responsible for serving as a resource for employment solutions and for service to employers through knowledge of LEO training strategies that support high demand occupations. This position works to establish partnerships and collaboration between industries, MI Works! Agencies (MWA), economic development organizations, educational institutions, and LEO Workforce Development areas to identify, research and develop strategies to enable employers within industry sectors to meet their talent needs.

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

Downgrading position for posting and training purposes.

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

The Michigan Department of Labor and Economic Opportunity manages state and federal programs to provide education, training, and counseling to Michigan workers, job seekers, and employers. This position provides direct support for talent development services and assures that state and federal programs, fiscal, and performance requirements are met. Maintaining and improving relationships with state and federal departments and agencies assures services and funding are used efficiently and appropriately support WD's workforce development activities.

**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:**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and government regulations.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the governmental community.
- Ability to function with strong written and verbal communication skills.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information to senior leadership and to respond to questions from managers, customers, and the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to effectively use common business and graphics computer software such as word processing, database, spreadsheet, presentation, graphic design, and/or photographic software.
- The ability to build strong relationships and maintain favorable partnerships.

**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

1/21/2026

\_\_\_\_\_  
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

