

**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 Economic Opportunity
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) EMPLOYMENT AND TRAINING
4. Civil Service Position Code Description Departmental Analyst-E 9-P11	10. Division OPERATIONS – Communication, Experience and Support Services
5. Working Title (What the agency calls the position) Departmental Analyst	11. Section Information & Technology Support
6. Name and Position Code Description of Direct Supervisor Vacant; State Administrative Manager	12. Unit
7. Name and Position Code Description of Second Level Supervisor Walter, Elyse J; State Division Administrator	13. Work Location (City and Address)/Hours of Work 320 S Walnut St; Lansing, MI 48933 / Monday – Friday; 8 am – 5 pm

14. General Summary of Function/Purpose of Position

This position will serve as the E&T liaison for centralized services focused on records management, subpoenas, regulatory rules and legislative affairs and reporting as well as-Employment and Training's Freedom of Information Act (FOIA) Coordinator. The incumbent of this position will help establish, review and implement internal business processes, procedures and standards within the division that are focused on continuous process improvement and customer experience. The incumbent will make appropriate recommendations for improving internal efficiency and service delivery. This position will provide back-up support for the bureau's Agency and Security Officer's functions – including continuity, system security plans and data sharing agreements and their compliance.

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

Serves as the E&T liaison for centralized services focused on records management, regulatory rules and legislative affairs and reporting.

Individual tasks related to the duty:

- Serves as the E&T liaison for centralized services focused on records management, regulatory rules, subpoenas and legislative reports.
- As Records Management liaison:
 - Coordinates Records Management activities for Employment and Training (E&T).
 - Provides assistance and record retention consultation for E&T staff.
 - Ensures all records, regardless of format, are listed on an approved Retention and Disposal Schedule.
 - Routinely and regularly reviews records to identify records eligible for destruction, storage at the Records Center, and transfer to the Archives of Michigan, per the Retention and Disposal Schedule, and implements retention accordingly.
 - Responsible for all recordkeeping activities as it relates to records management, including suspending, destruction of all relevant records involved in a FOIA request, audit, investigation or litigation.
 - Trains and guides E&T staff through resources and training on appropriate expectations for storage, disposal and transfer of records to archive.
- As Legislative Affairs & Reporting liaison:
 - Creates, maintains and facilitates process for ensuring accurate submission of required legislative boilerplate reports; including identifying due dates, ensuring completion, routing for review/approval, engaging the LEO Legislative team; and ensuring final reports are posted online
 - Stays apprised of key legislative issues impacting E&T areas
 - Conducts research on various state and national issues
 - Monitor and track legislation through the legislative process
 - Conduct research utilizing Michigan Compiled Laws (MCL), policy and rules as it relates to pending legislation, legislative priorities and initiatives
 - Prepare legislative analysis and summaries on newly introduced, amended, and enrolled legislation
 - Develop applicable policy to support workforce development and/or vocational rehabilitation programs
 - Investigate, review and resolve constituent inquiries and issues, in collaboration with appropriate internal subject matter experts
 - Regularly works with Communication & Engagement Section to ensure applicable information is shared with staff.
 - Processes all subpoenas receive by E&T and ensures they are processed appropriately.
 - Serves as the liaison to LEO Litigation Coordinator and AG's Office as it relates to litigation holds and subpoenas.
 - Propose changes to operational manuals and materials
 - Conduct on-going review of internal business processes, procedures and standards
 - Collaborate with staff to make appropriate recommendations for improving internal efficiency and service
 - Perform appropriate research, analysis, and benchmarks for internal operational functions
 - Create and maintain databases to track programs initiatives and outcomes. Develop and run reports as needed.

Duty 2

General Summary:

Percentage: 35

Serve as Employment and Training's Freedom of Information Act (FOIA) Coordinator.

Individual tasks related to the duty:

- Receives and reviews FOIA requests.
- Processes/responds to all FOIA requests directed to the Employment and Training Executive Office and/or Workforce Development. Works with applicable staff to ensure proper response to all FOIA requests as required under the Act.
- Works closely with staff within the Bureau of Services for Blind Persons (BSBP) and Michigan Rehabilitation Services (MRS) to ensure requests are responded to as required under the Act.
- Coordinates request responses and escalates most highly sensitive requests to management, for guidance when appropriate.
- Analyzes issues and recommends modifications to policies and operating procedures to ensure statutory compliance.

- Serves as Liaison to LEO FOIA Coordinator.
- Escalates most complex FOIA matters to management for guidance, prior to further referral to Executive Leadership and Attorney General as needed.
- Identifies best practices implemented by other agency FOIA Coordinators and recommends appropriate implementation.
- Develops reporting tools and establishes applicable FOIA communication plans.
- Compiles and maintains appropriate tracking and statistical reports for FOIA activities.
- Attends necessary trainings to ensure competency and relays knowledge to others.

Duty 3

General Summary:

Percentage: 20

Provides back-up support for the bureau's Agency and Security Officer's functions – including continuity, system security plans and data sharing agreements and their compliance.

Individual tasks related to the duty:

- Works with E&T Agency and Security Officer (ASO) as needed to support the current System Security Plan (SSP) processes.
- Assists with tracking tool used to monitor all SSPs and their status.
- Supports the ASO with the processes to develop new Data Sharing Agreements (DSA), as well as their compliance and renewal.
- Assists with continuity coordinator activities (lead by ASO), including annual review of the Agency Continuity Plan; Test, Train and Exercise activities; and support to bureaus/divisions/sections in tackling continuity-related activities.
- Maintains cross-training and situational awareness of ASO-related activities.

Duty 4

General Summary:

Percentage: 10

Perform other related duties as assigned

Individual tasks related to the duty:

Perform other analyst related duties as assigned

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

This employee has authority to respond and take independent action in carrying out daily assignments. Can independently determine key concerns and recommends the appropriate methods of response; gathers and reports complex information in the most appropriate manner for the situation, and prioritizes multiple competing inquiries.

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

Assignments outside of expertise, politically-sensitive and/or has budgetary impacts. Decisions that would implement a new process or protocol for the work area.

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 effort normally associated with office work/environment. Occasional driving to meetings or training would be 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):

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?

23. What are the essential functions of this position?

This position will serve as the E&T liaison for centralized services focused on records management, subpoenas, regulatory rules and legislative reporting as well as Employment and Training's Freedom of Information Act (FOIA) Coordinator. The incumbent of this position will help establish, review and implement internal business processes, procedures and standards within the section that are focused on continuous process improvement and customer experience. The incumbent will make appropriate recommendations for improving internal efficiency and service delivery. This position will provide back-up support for the bureau's Agency and Security Officer's functions – including continuity, system security plans and data sharing agreements and their compliance.

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

Updates to the duties and responsibilities to reflect current role within the Information & Technology Support section.

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

The function of the work area is to provide data and information technology support services to LEO-E&T staff. This position will serve as the E&T liaison for centralized services focused on records management, subpoenas, regulatory rules and legislative reporting, process improvement efforts, as well as Employment and Training's Freedom of Information Act (FOIA) Coordinator. The incumbent of this position will serve as the lead analyst for establishing, reviewing and implementing internal business policies, processes, procedures and standards within the division that are focused on continuous process improvement and customer experience.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the principles and practices of research and analysis.
2. Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.
3. Knowledge of the legislative process and governmental organization and structure.
4. Knowledge of project management principles and application.
5. Ability to analyze, synthesize and evaluate complex data for use in program development and analysis.
6. Ability to analyze and assess operational activities
7. Ability to organize, evaluate and present information effectively.
8. Ability to function with strong written and verbal communication skills.
9. Ability to write reports, business correspondence and procedure manuals.
10. Ability to establish standard operating procedures, policies, or guidelines and to relate these to objectives

11. Ability to define complex problems, collect data, establish facts and draw valid conclusions.
12. Ability to effectively use common business computer software such as word processing, spreadsheet, and presentation software.
13. Ability to build strong internal relations and maintain favorable relationships.

**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