

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 Targeted Services Division
5. Working Title (What the agency calls the position) Business and Community Liaison	11. Section Agricultural & Foreign Labor Services (AFLS)
6. Name and Position Code Description of Direct Supervisor GRISWOLD, KIRA A; DEPARTMENTAL MANAGER-2	12. Unit National Farmworker Jobs Program (NFJP)
7. Name and Position Code Description of Second Level Supervisor VALLEJO, GINGER L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Elliott Larsen Building / 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 position serves as a Business and Community Liaison within the NFJP Unit. The Business and Community Liaison performs work as assigned and under the supervision of the NFJP Manager. The Business and Community Liaison will extract reports from the One-Stop Management Information System (OSMIS) and the Grantee Performance Management System (GPMS) used to analyze and identify the provision of employment services pertaining to migrant and seasonal farmworkers (MSFWs) and agricultural employers. This position serves as a resource for the NFJP and Michigan Works! Agency (MWA) staff activities, ensuring the full range of employment services are provided to agricultural employers and MSFWs. The Business and Community Liaison will compile and analyze data to generate leads for career training activities in the state. This position requires the interpretation of state and federal regulations to formulate and develop policies and procedures, to coordinate activities and assignments with other AFLS staff members. The Business and Community Liaison will prepare training modules, and train state and MWA staff. The Business and Community Liaison will maintain constant communication with state and MWA staff to ensure compliance with federal requirements. The Business and Community Liaison will facilitate partnership collaboration between MWA business services, agricultural employers, and MSFW community-based organizations. This position is responsible for preparation of federal and state reports and will work closely with the NFJP Manager, the Foreign Labor Services Manager, the Agricultural Employment Services Manager, and the SMA, to ensure timely submission of Federal and/or State reports.

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**

Establish state policies and procedures to train state and MWA staff responsible for administering the NFJP grant activities in compliance with federal regulations.

Individual tasks related to the duty:

- Review federal regulations, Training & Employment Guidance Letters (TEGLs), and Training & Employment Notices (TENs), interpret the intended meaning.
- Develop policies and procedures to provide training to ensure NFJP activities are in compliance with regulatory requirements.
- Develop training modules and provide the training to the MWA and state staff in administering the NFJP.
- Communicate as needed with state and MWA staff to provide technical assistance and address necessary corrective actions.
- Preparation of quarterly and annual reports detailing the career training and housing services provided to MSFWs, and provide program performance data to management to ensure timely submission to USDOL.
- Compile, research, and analyze collected data from OSMIS, GPMS, and outreach logs, to assist NFJP Manager with monitoring program performance.
- Follow-up on referrals to partner agencies to ensure the MSFWs receive the respective employment services.

Duty 2

General Summary: **Percentage: 30**

Establish collaborative partnerships with MW! business services teams, agricultural employers, and community-based organizations to assist MSFWs with the provision of career training and housing services.

Individual tasks related to the duty:

- Coordinate with MWA Business Services to facilitate partnership development with agricultural and non-agricultural employers to implement career training opportunities for MSFWs.
- Collaborate with community-based organizations to facilitate housing or other related assistance and supportive services to MSFWs, identifying appropriate service activities for reporting in OSMIS/GPMS, and update manuals and training materials, as needed.
- Communicate with NFJP Manager regarding any issues arising from monitoring program compliance.
- Develop a statewide directory of resources for the NFJP service providers related to career training, housing assistance, and other supportive services available to MSFWs.
- Under the direction of the NFJP Manager, provide requested reports and data to the SMA to prepare Site Visit Monitoring reports.
- Assist to develop Memorandums of Understanding with MWAs and community-based organizations to facilitate the provision of NFJP services.

Duty 3

General Summary: **Percentage: 20**

Monitor compliance and reporting requirements in accordance with state and federal regulations.

Individual tasks related to the duty:

- Collect required documents for retention as needed to comply with NFJP requirements.
- Review Memorandums of Understanding with MWAs and community-based organizations to ensure the intended objectives.
- Review data collection and reports to ensure that the employer and partner engagement is in alignment with achieving the goals of the NFJP.
- Compile data and generate reports for quarterly and annual reporting in accordance with state policy and federal regulations.

Duty 4

General Summary: **Percentage: 10**

Other duties as assigned.

Individual tasks related to the duty:

- Gather and summarize materials and data for planning purposes.
- Participate in unit and division planning sessions.
- Participate in MI Works! Centers partnership meetings, as needed.
- Make public presentation to employers, labor organizations, and community groups regarding services available from the Agricultural and Foreign Labor Services program.
- Participate in work unit, program, and division meetings.
- Perform 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.

Decisions regarding daily activities of the position, decisions regarding training venues and delivery of training and reference material. Providing proper training and technical guidance to state staff, MWAs, employers, partners and other stakeholders regarding the NFJP. Engagement of MSFWs, employers, community-based organizations, and MWAs in establishing partnerships for the provision of career training, housing, related assistance, and other supportive services through the NFJP.

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

Media Communications, In-state/Out-of-State travel, Training Coordination, Fiscal commitments with NFJP stakeholders, participation in workgroups.

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.

This position requires in and out of state travel and unusual hours. Prolonged sitting in transit and standing at events or worksites on a regular basis in the performance of work duties. Flexible and possibly long working hours in order to carry out goals and objectives of the position.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

The Business and Community Liaison serves as a resource related to the provision of services under the NFJP, ensuring the full range of employment services are provided to agricultural employers and MSFWs. This position requires the interpretation of state and federal regulations to formulate and develop policies and procedures, to coordinate NFJP activities.

The Business and Community Liaison will research, analyze, and interpret reports pertaining to MSFWs and agricultural employers. This position will compile and analyze data to monitor compliance and generate performance reports of the business service activities in the state.

This position requires in and out of state travel and unusual hours.

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

All duties and responsibilities are unchanged.

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

The function of this position includes but are not limited to the requirements defined under 20 CFR Chapter V, Parts 651, 653, 654, 655, and 658, and will serve as the Business and Community Liaison and a recognized resource for program monitoring and compliance.

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:

Bilingual or multi-lingual abilities to speak, write, and read, in Spanish and English is strongly preferred.

Strong verbal and written communication skills.

Strong customer service skills.

Attention to detail.

CERTIFICATES, LICENSES, REGISTRATIONS:

Driver license

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