

Position Code STUDASTE

State of Michigan
Civil Service Commission
 Capitol Commons Center, P.O. Box
 30002
 Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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
	Environment, Great Lakes, and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Student Assistant-E	Executive Office
5. Working Title (What the agency calls the position)	11. Section
Graduate Student Assistant	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Julia Field, Deputy Chief Climate Officer State Administrative Manager 15	Office of Climate and Energy
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Alessandra Carreon, Chief Climate Officer Unclassified	525 W. Allegan St., Lansing, MI 48933 8:00 am-5:00 pm or approved alternate work schedule

14. General Summary of Function/Purpose of Position

The Department of Environment, Great Lakes, and Energy (EGLE) seeks a knowledgeable Graduate Student Assistant to support statewide climate initiatives with a focus on research, analysis, and coordination related to climate funding and financing mechanisms. This position serves as a recognized resource in EGLE, Executive Office, Office of Climate and Energy (OCE), for analyzing climate finance strategies, including public, private, philanthropic, and community-based funding models, to advance implementation of the MI Healthy Climate Plan.

The position will evaluate state, local, and national funding mechanisms; assess best practices from other states; and support the development of tools, materials, and recommendations to expand Michigan's clean energy and decarbonization financing capacity. This role will also coordinate across state agencies, communities, industry stakeholders, and financing entities to identify opportunities, support program development, and strengthen pathways for clean energy investment.

Responsibilities include analysis of climate-related financial strategies and mechanisms, support for the MI Healthy Climate Challenge, including application material development and review support, development of communication and scoring materials, stakeholder engagement, and coordination and support with the MI Climate Investment Hub.

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 of Duty 1 45% of Time

Support research and basic analysis of climate funding and financing mechanisms at the state, local, and national levels to support clean energy deployment, industrial decarbonization, and MI Healthy Climate Plan implementation. Support with gathering information, coordinating with partners, and sharing findings to help strengthen Michigan's ability to fund climate and clean energy projects.

Individual tasks related to the duty.

- Conduct research on what other states are doing to finance clean energy, industrial decarbonization, and climate initiatives.
- Analyze and identify opportunities to expand or build upon existing initiatives to expand climate funding efforts in Michigan.
- Support work on project inventory analysis in close coordination with the MI Climate Investment Hub to determine project readiness, financing gaps, and technical assistance needs.
- Support stakeholder engagement related to financing barriers and investment readiness.
- Prepare clear summaries, reports, and presentations to share findings with leadership and partners.
- Monitor national climate finance trends, federal funding opportunities, relevant federal guidance, and innovative financing models.
- Support communications work related to financing opportunities as needed.

Duty 2

General Summary of Duty 2 45% of Time

Support development, administration, and implementation of the MI Healthy Climate Challenge initiatives, including application review, material development, stakeholder coordination, and communication support.

Individual tasks related to the duty.

- Support review of grant applications.
- Support development of materials, such as application, scoring rubrics, and public-facing resources.
- Support with MI Healthy Climate Challenge program activities, including tracking applications, helping communicate with awardees and partners, and assisting with grant management activities.
- Support planning and implementation for major events, such as the MI Healthy Climate Conference, particularly those related to climate finance or the MI Healthy Climate Challenge.
- Support communications work related to the MI Healthy Climate Challenge as needed.

Duty 3

General Summary of Duty 3 10% of Time

Other duties as assigned; perform other tasks and responsibilities as needed.

Individual tasks related to the duty.

- Other duties as assigned; perform other tasks and responsibilities as needed.

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

The position requests supervisor's review of decisions that have significant policy or budget implications for the programs of the OCE or EGLE. This may include significant correspondence with outside stakeholders; written materials and reports developed by the position; exploration to collaborate with other governmental, industry, and academic economic experts; and correspondence to others external to the department.

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

When priorities conflict, guidelines are not clear or are unavailable, or the subjects of the decision are of a sensitive nature, the decisions will be made by management. During training, routine decisions may need to be made at the management level.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Normal physical effort as would be used in an office position. Occasional travel may be required to visit project sites and to attend conferences, workshops, and/or training seminars.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
N/A			

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 supports statewide climate action by conducting research, analysis, and coordination related to climate funding and financing mechanisms that advance the goals of the MI Healthy Climate Plan. This position plays a key role in supporting climate finance initiatives and the MI Healthy Climate Challenge.

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

This is a new position.

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

The function of the OCE is to serve as the State of Michigan’s lead entity in developing and coordinating climate strategy, providing insight and recommendations to state government and local units of government on how to mitigate climate impact, adapt to climate changes, reduce greenhouse gas emissions, and assist with renewable energy, energy efficiency, and climate resiliency.

This position supports that mission by providing specialized research, analysis, and program support related to climate funding and financing mechanisms. It informs OCE policy development by evaluating state, local, and national financing strategies and identifying funding pathways that can accelerate the goals of the MI Healthy Climate Plan.

The role also assists in the development of program materials, grant initiatives, stakeholder engagement processes, and communication resources that support OCE’s broader climate objectives.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Current enrollment in post-secondary educational institution with a preference for a major in sustainability, sciences, energy technologies, communications, or policy

EXPERIENCE:

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Good oral and written communication skills are important.
- Demonstrated research and analysis skills are essential, as is the ability to organize, evaluate, and present information effectively.
- Demonstrated experience or willingness to work on data analysis projects, including identifying funding and financing mechanisms for climate projects within the state using state and national resources.
- Ability to help identify and summarize information about greenhouse gas (GHG) reduction projects and associated costs.
- Experience or interest in supporting activities, such as community engagement, coordination with multiple partners, creating informational materials, and general communication support.
- Experience or interest in learning basic administrative and program support tasks, such as tracking information, budgeting, office procedures, and reporting.
- Experience or interest in climate finance, public policy, or clean energy markets, along with a willingness to learn and develop skills in research, data analysis, and program coordination. Experience or interest in grant management and/or clean energy development are a plus, but not required.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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’s Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.