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|  |  | |  |  | | --- | --- | | |  | | --- | | 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** | |  | MDHHS-COM HEALTH CENTRAL OFF | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  | Bureau of Grants & Purchasing | | **4. Civil Service Position Code Description** | **10. Division** | | DEPARTMENTAL ANALYST-E | Grants Division | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Departmental Analyst | Grants Support Section | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | QUNITERO, EMILY M; STATE ADMINISTRATIVE MANAGER-1 |  | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | HENSLER, JEANETTE G; STATE DIVISION ADMINISTRATOR | 235 S GRAND AVE; LANSING, MI 48933 / Monday - Friday 8:00 a.m. - 5:00 p.m. | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | This position serves as an analyst in the MDHHS Bureau of Grants & Purchasing, Grants Division and is responsible for administration of grant awards issued to various entities, such as local health departments, community mental health organizations, social services agencies, and other community-based organizations.  This position performs professional assignments independently. Responsibilities include grant application design and report development, review and approval of grant applications, and development of agreements, training and technical assistance, and other duties as assigned. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:** | **30** | | Grant application design and report development. | | | | **Individual tasks related to the duty:** |  |  | | * Designs and develops grant applications in accordance with program requirements/business rules in the grants management system. * Reviews and updates applications for use in the annual rollover process. * Recommends updates based on review of new federal, state and department guidelines. * Develops statistical and program specific reports with formulas and/or rules to assist with evaluating program objectives. * Assigns users to approve applications and reports. * Facilitates communication to obtain the required programmatic and budget approvals. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **40** | | Review and approval of grant application and development of agreements. | | | | **Individual tasks related to the duty:** |  |  | | * Reviews grantee applications and amendments for appropriate approvals and compliance with department requirements. * Reviews program specific requirements to ensure the application requirements are in alignment. * Recommends modifications to department procedures, as appropriate. * Analyze current practices to recommend updates to policies and procedures to achieve greater efficiency and effectiveness. * Conducts follow-up activities to correct errors, obtain missing documents, and/or obtain clarification/explanation. * Compiles documents to create a grant agreement and recommend for execution. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **20** | | Training and technical assistance. | | | | **Individual tasks related to the duty:** |  |  | | * Conducts a series of trainings that incorporate different training modalities. * Implements strategies to reduce common issue occurrences and improve proficiency. * Provides technical assistance on the grants management system. * Provides information/assistance related to grant administration activities. * Provides support to the grants management helpdesk. * Develops SharePoint webpage content to improve communication and access to resources. * Updates system user manuals | | | | **Duty 4** | | | | **General Summary:** | **Percentage:** | **5** | | Create and maintain workflow monitoring resources | | | | **Individual tasks related to the duty:** |  |  | | * Maintains work logs to identify status of all grant activities. * Follows up on pending grant activities. * Queries the grants management system to obtain specific information. * Creates management reports, as needed. | | | | **Duty 5** | | | | **General Summary:** | **Percentage:** | **5** | | Other duties as assigned | | | | **Individual tasks related to the duty:** |  |  | |  | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | The position requires the employee exercise some independent judgment as it relates to grants management system configuration, conducting application material reviews, and constructing reports. | | | | | | | | |  |
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|  |  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **17. Describe the types of decisions that require the supervisor's review.** | | |  |  | | |  | | --- | | Issues that may be politically sensitive. Issues that may require expert legal opinion. Issues that remain unresolved over an extended period. Issues that have unusual or extenuating circumstances. Decisions for which policies or guidelines are unavailable or unclear. | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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.** | | |  |  | | |  | | --- | | Normal office environment.  A normal workday consists of long periods of sitting with most of the time spent working with a computer. | | | | | | | | | |  |
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|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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** | | |  | |  |  |  | |  | |  | | --- | |  | |  | |  |  |  | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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 | |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | N | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | N | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | | | |  |  | |  | |  | | --- | | Yes. | | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | This position serves as an analyst in the MDHHS Bureau of Grants & Purchasing, Grants Division and is responsible for administration of grant awards issued to various entities, such as local health departments, community mental health organizations, social services agencies, and other community-based organizations.  This position performs professional assignments independently. Responsibilities include grant application design and report development, review and approval of grant applications, and development of agreements, training and technical assistance, and other duties as assigned. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | N/A | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | The Grants Division is responsible for all department originated grants given activity. The Grants Section is responsible for the development, coordination, and maintenance of the grants-given administration process which includes standard, master, multi-year, and project-based grant programs for the Department. This section is also responsible for system configuration, conducting training, and providing technical assistance. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | As listed on the Civil Service job specification. In addition to:   * Knowledge of administration of contract and grant agreements. * Knowledge of basic database design and structure. * Excellent presentation skills. * Ability to manage a multitude of projects simultaneously. * Ability to coordinate work and determine priorities. * Ability to meet pre-established deadlines. * Excellent interpersonal and communication skills. * Proficiency in Microsoft Office, especially Word, PowerPoint and Excel.   *The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.* | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | None | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | None | |  | |  |  |  | | | |  |
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