

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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division Office of Public and Governmental Affairs
5. Working Title (What the agency calls the position) Legislative Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor PONTE, OLIVIA; LEGISLATIVE LIAISON	12. Unit
7. Name and Position Code Description of Second Level Supervisor WHEATON, JAMES; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 608 W ALLEGAN ST; LANSING, MI 48933 / Monday - Friday 8 am - 5 pm
14. General Summary of Function/Purpose of Position This position serves as the departmental analyst in the Office of Public and Governmental Affairs providing consultation on the initiatives of the superintendent of public instruction and the department with government agencies and education organizations. These organizations include state and federal associations representing early childhood, school administrators and boards, intermediate school administrators, labor unions, public school academies, community colleges, private school groups, various foundations, and university lobbyists. As a department analyst, this position assists the legislation liaison in all legislative issues, specifically in monitoring legislation in reference to education initiatives and communicating with various MDE offices to review and complete analysis on all assignments relating to education legislation at both the state and federal levels.	

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**

Serve as the support analyst to the legislative liaison to review state and federal laws related to education initiatives.

Individual tasks related to the duty:

- Review proposed changes to state and federal law especially those relating to state and federal budgets, the Revised School Code, and the State School Aid Act.
- Monitor all bill introductions, committee hearings, and floor activity for legislation that is relevant to department initiatives.
- Coordinate, organize and track bill feedback from department staff.
- Complete analysis and summaries of state and federal bills, federal regulations, and laws to verify that legislation proposed by the state, or the federal government is not creating conflict that will result in the need for state law changes or related MDE policy and rule changes.

Duty 2

General Summary: **Percentage: 30**

Assist legislative liaison with assignments relating to department initiatives.

Individual tasks related to the duty:

- Prepare policy materials, operation manuals, and supporting instructions for internal analysis of education legislation.
- Review and recommend changes of current and proposed policies and procedures to ensure accordance with department initiatives.

Duty 3

General Summary: **Percentage: 25**

Communicate clearly and thoroughly in writing and verbally on legislative matters to the superintendent, the state board of education and senior department leadership and staff.

Individual tasks related to the duty:

- Represent the position and/or the viewpoint of the superintendent of public instruction, the department, and the state board of education in legislative meetings.
- Remain current on legislative matters, anticipate legislative issues, and provide regular and timely updates and recommendations to the state superintendent.
- Plan and prepare materials for a weekly legislative update meeting with senior department leadership.
- Respond to questions and/or provide needed information to various constituents, legislators, legislative staff, and stakeholders regarding education and legislative issues.
- Maintain the tracking system for required MDE legislative reports.

Duty 4

General Summary: **Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Conduct special projects.
- Perform project management.
- Other research projects as determined by the legislation liaison.
- 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 as to which laws or bills relating to department initiatives need analysis to ensure alignment.

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

Decisions related to major changes in MDE policies.

Decisions related to major changes recommended to state and federal law or policy.

Decisions on analysis content.

Decisions as to what changes should be recommended.

Decisions that may be widely unpopular.

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.

Standard Office environment.

Occasional responsibilities outside standard office hours.

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?

This position serves as the departmental analyst in the Office of Public and Governmental Affairs providing consultation on the initiatives of the superintendent of public instruction and the department with government agencies and education organizations. These organizations include state and federal associations representing early childhood, school administrators and boards, intermediate school administrators, labor unions, public school academies, community colleges, private school groups, various foundations, and university lobbyists. As a department analyst, this position assists the legislative liaison in all legislative issues, specifically in monitoring legislation in reference to education initiatives and communicating with various MDE offices to review and complete analysis on all assignments relating to education legislation at both the state and federal levels.

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

Updated box 14 to remove language on specific organizations and associations. Duty percentages remain the same. Duty 1 was formerly duty 2, and now includes organizing and tracking bill introduction, feedback, and reviewing proposed law changes. Duty 2 was formerly duty 1 and now includes preparing policy materials and internal analysis of education legislation. Duty 3 now includes maintaining tracking system for required MDE legislative reports.

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 plan, carry out, and oversee large numbers of education initiatives. This position fits into that function by serving as the departmental analyst, assisting the legislative liaison by tracking, coordinating, and aligning state and federal law pertaining to education initiatives.

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:

Knowledge of educational legislation and the state and federal legislative process.

Ability to interpret laws and legislation.

Ability to work with diverse groups and obtain cooperation with others in carrying out the programs of the department.

Ability to maintain confidentiality.

Good people skills and team development skills and ability to function effectively as a team member and leader.

Ability to communicate orally and in writing with a broad variety of audiences and maintain favorable public relations.

Ability to actively participate in department meetings.

Ability to organize, evaluate and present information effectively using various technological platforms.

Ability to formulate plans, procedures, and processes.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's 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.

NA.

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

D. CLARK

12/9/2024

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