

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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Fire Services
4. Civil Service Position Code Description Departmental Analyst E	10. Division MI Prevention
5. Working Title (What the agency calls the position) Departmental Analyst E	11. Section MI Prevention
6. Name and Position Code Description of Direct Supervisor DAVIS, BRENDA N; STATE ADMINISTRATIVE MANAGER-1	12. Unit 6401
7. Name and Position Code Description of Second Level Supervisor FORRO, JOSEPH A; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 611 W. OTTAWA ST, LANSING, MI 48915 / Monday through Friday 8:00-5:00
14. General Summary of Function/Purpose of Position	
<p>This position will be conducting reviews, assessments, and analysis of the bureau's new geographic information system (GIS)/ database to ensure overall efficiency. Also, the position will conduct studies, analyses, of existing bureau systems to see how GIS can be implemented. They will identify future needs and enhancement.</p> <p>The position will serve as the main contact with any Department of Technology, Management and Esri during the development, replacement, or enhancement of GIS system. Responsibilities will include implementation of new systems and monitoring system compliance.</p> <p>Additionally, the position will be creating training materials and coordinating trainings with Special Personal Service Employees (SPS), fire departments, state agencies and businesses in the community</p>	

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. 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: 50

Participates in the development of GIS/database.

Individual tasks related to the duty:

- Gathers and researches requirements from end-users to gain understanding needed to develop GIS/database.
- Research program needs and gain understanding of responsibilities to support the development of GIS/database.
- Research existing application to gain understanding of current process and functionality prior to starting new project development.
- Conducts usability and end-user testing of the proposed GIS/database during and after development.
- Collaborate with developers to build GIS/database.
- Participate in weekly meetings with developers.
- Draft informal, general explanations of software features written from the perspective of the end-user to give to the developers.
- Translates end-user requirements for developers.
- Participate in design and ideation sessions.
- Utilizes point of view on human-computer interaction.
- Participates in the order of building the GIS/database.
- Utilizes problem solving techniques to support building GIS/database.
- Coordinates meetings with DTMB, Esri, bureau staff and development team for the development of the GIS/database.
- Creates user manuals for GIS/database.

Duty 2

General Summary:

Percentage: 40

Conduct GIS/database and program reviews to coordinate studies and analyses.

Individual tasks related to the duty:

- Consult with applicable bureau staff to determine objectives and goals for program review.
- Consult with affected parties (fire departments, Michigan citizens and MI Prevention staff) relative to the program under review.
- Conducts program review meetings, workgroups, and analysis to determine necessary changes to the programs' structure, procedures, and/or processes.
- Coordinates and assist with recommendations and implementation of any procedural changes necessary to enhance productivity and convenience, streamline processes, ensure use of standardized forms and communication methods, and/or ensure compliance with agency goals.
- Run reports from existing database to gather data to support the development of GIS/database.
- Coordinate trainings and create training materials for internal staff and external users upon GIS/database rollout.
- Conduct trainings for GIS/database rollout.
- Monitor data from the new GIS/database created to ensure efficiency and proper functionality.
- Guides internal and external users to resolve questions with the new GIS/database.
- Assist with and maintain all social media accounts based on the reports ran from the GIS/database.
- Develop standardized reports and response templates based on business needs and updates to business.
- Review and analyze data from the following sources.
 - i. National Fire Incident Reporting (NFIRS)/National Emergency Response Information System (NERIS) Data
 - ii. Fatal Fire Data
 - iii. Carbon Monoxide Data
 - iv. Cooking Fires and Smart Burners
 - v. Battery fires
 - vi. Youth Fire Setting (YFS)
 - vii. Public Health Data
 - viii. CRA (Community Risk Assessments) will be created, this involves over 30 branches of data sources and creating a report for each community.
- Enter and update data into MI Prevention ESRI spreadsheets.
- Evaluate documents such as Fatal Fire, National Fire Incident Reporting System (NFIRS) and other reports for accuracy.
- Review applications for accurate project information.
- Work with all fire departments and partnerships on inventory levels, incoming purchases, outgoing exchanges, and warehouse

movements.

- Compile reports merging data from multiple systems to create single output analysis reports.
- Apply for grants for the division using gathered data.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Assist with the development and updating procedures in accordance with statutes and rules.
- Report out and develop on all data analytics from MI Prevention Programs.
- Develop recommendations and processes to improve operation performance ensuring adherence to department and agency policies and procedures.
- Assist manager and division director with process improvements.
- Writing and creation of press releases, proclamations, and public service announcements.
- Represents the division or bureau at various meetings as assigned.
- Coordinate program events and community partnerships with training through the MI Prevention program.
- Coordinate product, conference supplies, event supplies of MI Prevention with fire departments and maintain the calendar.
- Manage, coordinate, and document change forms between MI Prevention.
- Conduct correspondence to inquiries from attorneys, legislators, clients, and other constituents.
- Analyze data collection processes, policies, and issues related to business needs, technical functionality, and quality assurance.

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

In this position, decisions are made concerning reporting accurate data. If we are not reporting accurate data, we cannot request more funding to support what we are doing.

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

Any policy or procedural issues of a sensitive nature. Issues that have unusual or extenuating circumstances. Supervisors review is required for significant changes to internal bureau procedures or when a monetary cost is involved. Consultation

with supervisor is required when requests are received or problems surface that are not routine.

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 with occasional travel required. A normal workday consists of long periods of sitting with the majority of time spent working with a computer.

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):

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|---|------------------------------------|---|-----------------------------------|
| 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?

Yes

23. What are the essential functions of this position?

This position participates in the development of GIS/database and conducts GIS/database and program reviews to coordinate studies and analyses.

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

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

The function of MI Prevention which is within the Bureau of Fire Services is responsible to make sure citizens of Michigan have working smoke alarms and CO detectors. We are here to educate Michigan citizens on how to stay safe from fires in their homes. We find trends so we know what our target groups should be. This person will be interacting with citizens of Michigan regarding smoke alarms, CO detectors and disability alarms. They will be scheduling events and be analyzing data. They will be pulling data from spreadsheets and the GIS/database.

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.

EXPERIENCE:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and methods of research, statistics, and operational analysis.
- Knowledge of the initiation, development, accomplishment, and evaluation of programs or services.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to organize, evaluate, and present information effectively.
- Ability to formulate plans, procedures, and controls in a program area.
- Ability to learn and utilize computer processes.
- Ability to design forms.
- Ability to communicate effectively.

- Excellent writing skills
- Attention to detail.
- Proficient in excel and word.

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