

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

Position Code
1. DEPTALTE

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 MIL AFFR CENTRAL OFFICE
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Michigan Veterans Affairs Agency
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Strategic Outreach
5. Working Title (What the agency calls the position) Women Veterans & Underserved Populations Coordinator	11. Section Mental Health & Suicide Prevention
6. Name and Position Code Description of Direct Supervisor HOOVER, ERIKA D; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor JONES, LEXIS L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 3423 Martin Luther King Blvd, Lansing, MI 48906 / 8 AM - 5 PM

14. General Summary of Function/Purpose of Position

The primary purpose of this position is to support the Michigan Veterans Affairs Agency (MVAA) mission by providing professional analytical, coordination, and outreach support focused on women veterans and other underserved veteran populations. This position functions as the Women Veterans & Underserved Populations Coordinator and assists in evaluating outreach effectiveness, supporting engagement strategies, and facilitating communication between MVAA and veteran-serving partners. Responsibilities include research, analysis, stakeholder coordination, and preparing recommendations to inform outreach planning and agency decision-making.

This position promotes awareness of MVAA programs by supporting engagement with organizations, businesses, and other stakeholders statewide to encourage participation by eligible veterans. The position serves as a conduit to deliver information from MVAA to veterans and their representatives and to bring synthesized feedback, questions, and concerns from the veteran community back to MVAA leadership for consideration and action.

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: 35

Program Analysis and Outreach Support

Individual tasks related to the duty:

- Researches, analyzes, and evaluates outreach efforts targeting women veterans and underserved populations and develops recommendations for MVAA leadership.
- Reviews participation data, engagement metrics, and stakeholder feedback to develop evidence-informed reports and recommendations for MVAA leadership.
- Coordinates engagement with community, veteran service, and governmental partners by sharing program findings on underserved veteran populations, identifying service gaps, and recommending partnership strategies to enhance outreach and referral effectiveness.
- Prepares written summaries, reports, and recommendations to support leadership decision-making.
- Represents MVAA at meetings, events, and conferences as assigned.

Duty 2

General Summary:

Percentage: 35

Stakeholder Engagement and Coordination

Individual tasks related to the duty:

- Facilitates information exchange between MVAA and external stakeholders and documents feedback for internal review.
- Supports preparation of presentations, briefing materials, and informational products related to underserved populations.
- Research and assist the Communications Manager in planning and coordinating topics focused on underserved populations for any and media mediums.

Duty 3

General Summary:

Percentage: 20

Policy, Procedure, and Resource Development Support

Individual tasks related to the duty:

- Conducts research on federal, state, and community-based initiatives affecting women veterans and underserved populations; analyzes findings to develop evidence-informed reports and recommendations for MVAA leadership.
- Assist with the promotion of upcoming events via agency social media, monthly newsletters, and networking opportunities.

Duty 4

General Summary:

Percentage: 10

Event and Communication Support / Other Duties as Assigned

Individual tasks related to the duty:

- Assists with planning, coordination, and evaluation of conferences, trainings, and outreach events; supports an intersectional approach across agency divisions.
- Performs additional analytical, coordination, or support tasks as assigned to support agency initiatives.

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

Independently evaluates outreach data, stakeholder feedback, and research findings; determines appropriate analytical approaches; prioritizes assigned work; and develops recommendations. Decisions impact outreach planning, stakeholder coordination, and internal program improvement efforts.

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

Final approval of recommendations, policy or procedural changes, public messaging, and outreach strategies. Supervisor review is required for materials representing MVAA to external audiences.

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.

Typing and filing involving bending or extended period of computer use. Some travel required.

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 - management developed PD.

23. What are the essential functions of this position?

The primary purpose of this position is to support the Michigan Veterans Affairs Agency (MVAA) mission by providing professional analytical, coordination, and outreach support focused on women veterans and other underserved veteran populations. This position functions as the Women Veterans & Underserved Populations Coordinator and assists in evaluating outreach effectiveness, supporting engagement strategies, and facilitating communication between MVAA and veteran-serving partners. Responsibilities include research, analysis, stakeholder coordination, and preparing recommendations to inform outreach planning and agency decision-making.

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

N/A - new position

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

The Mental Health & Suicide Prevention section is responsible for coordinating and connecting service members, veterans, families, and service providers with appropriate resources and benefits as well as coordinating activities between MVAA and other Departments/ Agencies. This position supports analytical and outreach functions related to women veterans and underserved populations, including evaluation of outreach effectiveness and coordination of stakeholder engagement.

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:

- Computer skills (Word, PPT, Excel, Outlook)
- Knowledge of federal and state benefits available to veterans and family members
- Knowledge of eligibility requirements for veterans' benefits and programs
- Skills in data analysis, presenting, and working with people
- Excellent communication and writing skills
- Ability to make independent decisions, problem solve, seek answers, work in a team and work on and prioritize multiple tasks
- Ability to advocate on behalf of an individual, group or cause
- Ability to communicate with a wide range of audiences and/or stakeholders
- Ability to develop and maintain working relationships
- Knowledge of federal, state, and community-based organizations
- Knowledge of the military and/or VA system
- Skill in leadership

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License - Preferred

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.

N/A

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

HANNAH SCHULER

2/11/2026

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