

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STASTADM

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 MILEAP
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description State Assistant Administrator	10. Division
5. Working Title (What the agency calls the position) Director of Research	11. Section
6. Name and Position Code Description of Direct Supervisor WILSON, JASON; SPECIAL APPOINTEE	12. Unit
7. Name and Position Code Description of Second Level Supervisor GRIFFEA, BEVERLY S; SPECIAL APPOINTEE	13. Work Location (City and Address)/Hours of Work 105 W. Allegan St. Lansing, MI 48933 / Monday-Friday 8am-5pm

14. General Summary of Function/Purpose of Position

The Director of Research position works closely with the Deputy Director of Strategic Talent Preparation and is primarily responsible for leading MiLEAP research, statistical analysis, and information in support of department level strategic and operational planning, management, and program requirements. This area will be responsible for responding to emergency and ad hoc requests for data, analysis, and information from the Governor's Office, State Budget Office, the Legislature, universities and colleges, other state agencies, other public or private organizations and the public.

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: 25

Conducting research and analyzing data to influence increased participation of disparate populations in receiving MiLEAP services. Identify themes, behaviors, values and other decision criterion that convince Michiganders to participate in MiLEAP services. Review research proposals, progress reports, and publications to ensure they meet organizational standards and goals. Complete requested research assignments for the Director.

Individual tasks related to the duty:

- Identifying research questions based on Michigan's education and workforce needs.
- Collecting data from sources like government databases, academic research, and surveys.
- Performing statistical analyses to assess program effectiveness, disparities in education access, and lifelong learning trends
- Developing models and forecasts to predict long-term impacts of policies.
- Synthesizing complex data into meaningful insights that can support decision-making.

Duty 2

General Summary:

Percentage: 25

Preparing reports and presentations for all stakeholders and leadership including serving as champion for the department's Employee Engagement Survey. Routinely writing research briefs/summaries, contributing data to MiLEAP policy reports and recommendations. Safeguard intellectual property generated from research and ensure proper patenting processes are followed. Establish and maintain internal policies and procedures for research activities.

Individual tasks related to the duty:

- Drafting research papers, policy briefs, and summaries for internal and external stakeholders.
- Creating presentations with clear visualizations of data to convey trends, challenges, and recommendations.
- Writing policy recommendations based on evidence to improve lifelong learning access and outcomes.
- Ensuring accessibility of research findings by tailoring reports to different audiences, including policymakers, educators, and the public.
- Working routinely with Employee Engagement Survey data to ensure departmental processes, policies, etc. reflect the needs of department members.

Duty 3

General Summary:

Percentage: 20

Evaluate and assess data driven department goals/objectives for continuous improvement of MiLEAP internal operations and external delivery of services. Routinely provide research insights to the MiLEAP deputy and deputy directors.

Individual tasks related to the duty:

- Develop and implement the organization's overall research strategy and objectives.
- Align research goals with organizational goals and priorities.
- Oversee and guide the development of long-term research plans, ensuring alignment with funding and market trends.
- Provide visionary leadership for MiLEAP, fostering a culture of innovation, collaboration, and excellence.

Duty 4

General Summary:

Percentage: 10

Facilitate external collaboration & stakeholder engagement by working with state employees, educators, policymakers, and community organizations for shared research opportunities. Presenting MiLEAP insights to external partners to support collaborative initiatives that improve access to MiLEAP services.

Individual tasks related to the duty:

- Partnering with education and workforce organizations to understand their challenges and perspectives.
- Conducting interviews and focus groups with educators, students, and workforce leaders to gather qualitative insights.
- Presenting findings at meetings, conferences, and workshops.
- Supporting cross-sector initiatives aimed at improving educational equity and lifelong learning opportunities.

Duty 5**General Summary:****Percentage: 10**

Monitoring and reviewing relevant education trends, professional development and training opportunities for department staff, new and promising research strategies and best practices and policies. Attending conferences, workshops, and networking events to continue developing expertise in cradle to career trends for Michiganders.

Individual tasks related to the duty:

- Monitoring national and state policy developments in lifelong education.
- Staying up to date with emerging research methodologies and technologies in data analysis.
- Attending conferences, training sessions, and networking events to foster collaboration and innovation.
- Contributing to the broader research community by publishing findings or presenting at national and state events.

Duty 6**General Summary:****Percentage: 10**

The position will serve as collaborator and unifier of all research taking place in the department and will facilitate a departmental priority list of research.

Individual tasks related to the duty:

- Lead weekly meetings with all research positions in the department to support and coordinate departmental research.
- Prioritize and calendar department research requests and standing reports that optimize research delivery timetables.
- Work together with all research positions in the department to create and implement processes that increase research delivery effectiveness and efficiency.

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

Develop procedures and instructions to govern situations, subject to review of the Director. Review and approve planning, research, and evaluation and data systems projects to assist the Attorney General's Office, the Office of Audit, Internal Affairs and Litigation in any court related issues. Final approval of all outside research projects conducted within the MiLEAP and determine optimum resources to complete planning, research and evaluation projects in a timely fashion. Information and results will impact all department operations and in many cases, statewide fiscal planning.

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

When conflicts occur in priorities relating to requests from the Director and Executive Policy Team.

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. Increase in demand with relatively short time frames.

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"/> 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?

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

New establishment.

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

This work area provides the department with a capacity for strategic planning, program development, issues analysis, research, and development and implementation in order to achieve the department's mission.

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:

State Assistant Administrator 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Education Policy & Workforce Development – Understanding Michigan's education system, policies, and workforce initiatives. Research Methodologies – Expertise in qualitative and quantitative research techniques. Data Analysis & Statistics – Knowledge of statistical tools like SPSS, R, or Tableau for analyzing education trends. State & Federal Regulations – Familiarity with laws governing education and workforce programs. Program Evaluation – Understanding how to assess the effectiveness of education initiatives. Experience working with educators, policymakers, and community organizations. Creating clear and compelling charts, graphs, and reports to communicate findings. Navigating evolving policies and shifting priorities in education research. Considerable knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, and reporting. Considerable knowledge of program planning, development, and evaluation methods. Considerable knowledge of fiscal planning and management. Considerable knowledge of public relations techniques. Some knowledge of staffing requirements and training necessary for the accomplishment of agency goals. Some knowledge of labor relations, fair employment practices, and equal employment opportunity. Some knowledge of state and federal legislative processes. Some knowledge of state government organization and functions. Some knowledge of federal, state, and local relationships as these impact on the operation of a major state department. Ability to analyze and appraise facts and precedents in making administrative decisions to get to the source of a problem and to probe and obtain critical facts from varied sources. Ability to recommend policies, procedures, and problem resolutions, based on evidence and knowledge of the administrator's, board's, or commission's viewpoint. Ability to plan, develop, and evaluate programs. Ability to motivate and lead others in the accomplishment of a task. Ability to present ideas effectively at a level of style, grammar, organization and technical construction expected at a management level. Ability to establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels. Ability and willingness to delegate assignments, authority, and responsibility, to determine where a task can most appropriately be accomplished, and to establish management controls for follow-up.

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.

N/A

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

BERNITA KISSANE

Appointing Authority

12/8/2025

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