

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

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| Position Code 1. STASTADM |
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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.

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| 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 Strategic Talent Preparation |
| 5. Working Title (What the agency calls the position) Equity and Inclusion Officer | 11. Section |
| 6. Name and Position Code Description of Direct Supervisor VACANT; DEPUTY DIRECTOR OF STRATEGIC TALENT PREPARATION | 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 8 a.m. - 5 p.m. |

14. General Summary of Function/Purpose of Position

This position is responsible for developing and administering the diversity and inclusion program for the department in alignment with the organization's mission, strategic direction, values, and goals. The position reports within the MiLEAP Director's Office, which reflects the significance of diversity and inclusion in the department's strategic goals and values. Internally, the position serves as the leadership expert in diversity and inclusion, formulating and establishing priorities to ensure a sustainable, high performing organization and workforce. The position will work closely with Human Resources to ensure alignment between department processes, practices, and Civil Service responsibilities, regulations, and specifications. This position serves as the Equity and Inclusion Officer (EIO) responsible for complying with Executive Directive 2019-09 and Executive Directive 2019-10 and serves as a member of the department's executive team. Externally, the position will support MiLEAP's outreach efforts, as MiLEAP shares critical information and resources with the diverse communities that make up the state of Michigan.

Duty 1**General Summary:****Percentage: 45**

Develop and administer MiLEAP's diversity, equity and inclusion program.

Individual tasks related to the duty:

- Complete all EIO duties as assigned by Executive Directive 2019-09 and 2019-10.
- Attend all Equity and Inclusion Officer (EIO) meetings held by the Governor's Office Chief Compliance Officer or any other representative with designation of authority.
- Execute and promote diversity and inclusion initiatives department wide internally and externally.
- Assist the MiLEAP executive team in establishing and achieving the department strategic goals.
- Serve as a content expert regarding MiLEAP diversity and inclusion issues/concerns.
- Stay up to date on emerging EI trends and benchmark comparisons.
- Proactively research innovative methods to increase EI department and program outcomes.
- Prepare reports evaluating the impact, efficiency, and effectiveness of programs pertaining to EI.
- Consult with other state agencies and other states for best practices.
- Research and provide subject expert consultants for executive team members when appropriate.
- Document and maintain all findings, recommendations, and implementation steps as required.
- Study and identify MiLEAP EI trends and patterns through analysis of captured data points, i.e. metrics, survey responses, team member concerns, etc.
- Communicate and make strategic recommendations of known MiLEAP EI trends and patterns to the director and deputy director.
- Develop and provide required and optional EI trainings to MiLEAP team members.
- Maintain all leadership requirements of an executive team member including attending MiLEAP leadership meetings.
- Answer MiLEAP team member questions and inquiries in a timely manner.

Duty 2**General Summary:****Percentage: 35**

Support MiLEAP's Strategic Goal Outcomes

Individual tasks related to the duty:

- Support and provide leadership for MiLEAP outreach activities in diverse Michigan communities.
- Build relationships with diverse community leaders statewide.
- Support and facilitate information sessions of MiLEAP opportunities in diverse Michigan communities.
- Collaborate with MiLEAP's communications, marketing, and outreach team members to ensure critical information and resources are provided in diverse Michigan communities.
- Coordinate with the director of Policy, Communications, and Engagement, to organize outreach events and listening sessions for Michiganders with appropriate MiLEAP executive leadership.
- Work closely with all MiLEAP offices to avoid duplication of efforts and calendar all events and activities occurring in diverse communities.
- Support efforts to identify key community partner(s) that will serve as outreach host(s), coordinate inviting community members, understand the community's culture, and prepare required materials and/or presentations.
- During community events, take notes of any questions and/or issues and support executive leadership needs to ensure a successful event.
- Ensure any follow up tasks or questions are handled in a timely manner after events.

Duty 3**General Summary:****Percentage: 15**

Develop and administer department processes for recruiting, promoting, and retaining diverse talent.

Individual tasks related to the duty:

- In coordination with HR staff and hiring managers, develop and administer department processes for recruiting, promoting, and retaining diverse talent at all levels (entry level, mid-career, and senior executive service) to meet the needs of the workforce and needs of the customers MiLEAP serves.
- Assist MiLEAP in determining and articulating the importance and challenges of EI in every level of the organization and the skills to be successful.
- Develop a custom approach for recruiting and development throughout MiLEAP to become more attractive as an employer.
- Identify impediments to efficient position filling, strategize solutions, and lead implementation.
- Represent the department during recruitment activities throughout the state and build relationships nationally to recruit a diverse workforce.

Duty 4**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Various 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.

Setting own work priorities, working with MiLEAP offices and other internal/external entities to research EI efforts, and making decisions based on existing procedures and practices. Generating ideas and deciding what to pursue to best meet the needs of the department is within the discretion of this position.

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

Position keeps MiLEAP Director and Human Resources Director apprised of highly sensitive EI issues. Metrics and diversity and inclusion program recommendations for implementation. New or expanded existing policies and guidelines to address any situation not covered by existing or standard practices. General executive direction and final approval of special projects.

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.

General office environment – sitting and standing, slight bending, lifting of office supplies, and extensive use of computer and telephone. Travel for statewide community activities and events, meetings and conferences, transporting light materials to and from offsite meetings.

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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| <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?

This position is responsible for developing and administering the EI program for the department in alignment with the organization's mission, strategic direction, values, and goals. The position reports within the MiLEAP Director's Office, which reflects the significance of EI in the department's strategic goals and values. Internally, the position serves as the leadership expert in diversity and inclusion, formulating and establishing priorities to ensure a sustainable, high performing organization and workforce. The position will work closely with Human Resources to ensure alignment between department processes, practices, and Civil Service responsibilities, regulations, and specifications. This position serves as the Equity and Inclusion Officer (EIO) responsible for complying with Executive Directive 2019-09 and Executive Directive 2019-10 and serves as a member of the department's executive team. Externally, the position will support MiLEAP's outreach efforts, as MiLEAP shares critical information and resources with the diverse communities that make up the state of Michigan.

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?

The Deputy Director of Strategic Talent Preparation is responsible for providing executive strategic direction on key and emerging talent preparation issues that affect disparately impacted populations both internally and externally. This position will support the Deputy Director in this initiative by developing and administering the MiLEAP Equity and Inclusion program, to include formulating and establishing priorities to ensure a sustainable, high performing organization and workforce.

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:

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 12/20/2024

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