

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

<b>Position Code</b> 1. STASTADME45N
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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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MILEAP
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> State Assistant Administrator-15	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Legislative Liaison	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> WALKER-GRIFFEA, BEVERLY; DIRECTOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b> Lansing, Michigan / Monday- Friday 8am-5pm
<b>14. General Summary of Function/Purpose of Position</b> This position is responsible for directing the legislative activities for the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP). The position is the legislative liaison and strategizes to build relationships between MiLEAP and the Governor's legislative affairs team, executive agencies, Legislator's offices, House and Senate committee chairs, Legislative agencies (i.e., House Fiscal Agency, Senate Fiscal Agency), other state departments and local units of government and educational institutions.	

**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: 70**

Serve as the legislative liaison.

**Individual tasks related to the duty:**

- Organize, develop, and present department-level legislative initiatives, proposals, and/or analysis to the Legislature or applicable subcommittees thereof.
- Serve as the liaison between MiLEAP and the federal congress, state legislature, and local governments, including coordinating and scheduling meetings.
- Articulate MiLEAP policies before state legislature, and other local and statewide public forums to ensure MiLEAP has effective communications with and provides quality service to federal, state, and local government officials
- Provide testimony as required.
- Brief the executive leadership and administrators on relevant legislative issues and accomplishments.
- Advise the Executive Director and executive team about emergency issues and track multiple tasks concurrently to advance the mission of MiLEAP.
- Provide executive support on key issues including legislation that would impact the overall operation of the agency.
- Research issues areas relevant to MiLEAP and recommend policy changes needed to achieve the department's vision and goals.
- Review drafted legislation, federal guidelines, and other sources to advise leadership about developments and potential issues related to program areas.
- Review legislative proposals for impact on the agency and its funding sources.
- Respond to inquiries from state and federal legislators and legislative staff, including developing and managing a process for responding to constituency complaints that originate from legislative offices.
- Work with MiLEAP staff to gather relevant data and pertinent information for reporting.

**Duty 2**

**General Summary:**

**Percentage: 20**

Connect and promote MiLEAP goals with the Executive Office of the Governor and other state departments.

**Individual tasks related to the duty:**

- Attend department liaison/policy advisor meetings hosted by the Governor's office.
- As directed by the Executive Director, serve as liaison to other agencies or stakeholders to coordinate MiLEAP legislative initiatives.
- Promote stronger relations with the Legislature and Executive Branches and communicate with senior legislative staff and Governor's executive team as needed in terms of trouble-shooting and addressing emerging challenges and issues.

**Duty 3**

**General Summary:**

**Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Perform other duties as assigned by the Executive Director.

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

Strategy to engage proactively with legislators to achieve MiLEAP's vision and goals through the legislative process. These decisions impact the ability of staff to effectively accomplish program goals and serve Michiganders.

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

Major changes in policy which impact additional allocation of resources and/or staff. Decisions that have the potential to have significant political or controversial impact.

**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 setting. Ability to travel and attend legislative committee meetings during incremental weather. At times, job duties will need to be performed outside the normal 8 to 5, Monday through Friday work week.

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?

This position serves as the legislative liaison for the Michigan Department of Lifelong Education, Advancement, and Potential. In this role, the position will represent MiLEAP with federal, state, and local government officials, review changes in legislation that may impact the department, and keep the Director informed of these, and any other, potential concerns.

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?

MiLEAP prioritizes education from birth through postsecondary with a focus on preparing children for kindergarten, Out-of-School Time Learning and helping more people earn a skill certificate or degree to help them get a good paying job. This position will support this mission by ensuring that leadership is informed of any proposed changes or upcoming implementations regarding the legislation that impacts this work.

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 state and federal legislative processes. Considerable knowledge of federal, state, and local relationships as these impact on the operations of MiLEAP. 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 establish and maintain effective relationships, under varied conditions, with government officials, department partners, and a variety of people at all management levels. Ability to manage competing expectations and deadlines. Strong written and verbal communication skills, especially the ability to distill complex topics for a variety of audiences. Some knowledge of state government organization and functions. 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 leadership'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:

N/A

*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.*

\_\_\_\_\_  
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