

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>  DEPARTMENT OF STATE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b>  Departmental Analyst-E	<b>10. Division</b>  Office of External Affairs
<b>5. Working Title (What the agency calls the position)</b>  External Affairs Analyst	<b>11. Section</b>  Special Projects Section
<b>6. Name and Position Code Description of Direct Supervisor</b>  REINHARDT, SARAH A; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b>  ELLIOTT, JOSHUA N; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b>  Richard H Austin Building 430 W. Allegan St. Lansing, MI / 8:00a.m. to 5:00p.m.; Monday - Friday

**14. General Summary of Function/Purpose of Position**

This position serves as External Affairs Analyst working on all External Affairs programming including Partner Relations and Public Engagement initiatives. The incumbent will support all public facing initiatives including partner engagement, poll worker recruitment, language access, assisting with tracking and management of contact lists, and supporting the youth engagement through research and analysis of campus and k-12 civic education projects. Position will also support MDOS public facing events to engage with community members and historically disenfranchised populations including researching, planning, and executing workshops, tabling, voter registration events, roundtables, and public speaking occasions across the state. Position will be responsible for recurring deliverables including analysis of stakeholder and community engagement and executive summaries of External Affairs activities. Position will also support administrative functions including sorting of external affairs mail, drafting and directing external email correspondence, management of team calendar, and submission of team expenses.

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: 50**

Support Partner Relations team initiatives through research and analysis of Partner Relations programming including stakeholder engagement, youth engagement including college and k-12 programming, language access, poll worker recruitment, traffic safety, language access, and additional projects.

**Individual tasks related to the duty:**

- Tracking and analyzing partner and stakeholder correspondence and engagement to ensure quarterly engagement goals are met.
- Joining and supporting team on monthly partner coalition calls.
- Drafting public facing electronic correspondence.
- Researching and crafting presentations, materials, and toolkits on voter registration, voter engagement, civic education, and SOS services.
- Researching additional contacts for outreach and engagement in Michigan.
- Monitoring and tracking partner relations activities for creation of executive summary reviewing goals met on a weekly basis.
- Participating in internal and external workgroups for traffic safety.
- Assisting in submission of MDOS materials for translation into additional languages and for community partner review of translation accuracy.

**Duty 2**

**General Summary:**

**Percentage: 40**

Support the Public Engagement team through research, planning, and execution of public facing events and activities.

**Individual tasks related to the duty:**

- Researching and supporting coordination of venues, caterers, invites and RSVPs for MDOS hosted events.
- Attending public facing events to support External Affairs team and engage with members of the public including tabling, voter registration, mock elections, parades and festival events, roundtable discussions, public speaking occasions, and mobile office visits.
- Overseeing setup and takedown of public facing events which includes transport of materials and equipment to and from event sites.
- Driving Public Engagement cargo van containing materials, equipment, and giveaway items to and from public events across the state.
- Assisting with outreach and promotion of public facing SOS mobile office events.
- Researching current issues impacting historically underserved communities to make recommendations for further engagement and community support opportunities.
- Researching and tracking upcoming events across Michigan for MDOS to attend and engage with members of the public.
- Assisting in documentation and tracking of quarterly Public Engagement goals, outcomes, and recommendations.

**Duty 3**

**General Summary:**

**Percentage: 10**

Provide administrative support for External Affairs team including recurring deliverables for tracking goals and events, management of contacts, and communication.

**Individual tasks related to the duty:**

- Maintaining contact lists for partners to track engagement, touchpoints, events,
- Monitoring and tracking quarterly goals for strategic planning review.
- Managing External Affairs calendar, meeting scheduling, and event planning.
- Submitting expense reports on behalf of External Affairs team members.
- Drafting weekly executive summaries of External Affairs activities and achievements.
- Supporting mail sorting and delivery for External Affairs team members, and draft correspondence as needed for mailed responses.
- Supporting management of external facing inboxes, draft responses, and monitor for trends.

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

The incumbent of this position will represent the Department at public facing events as well as in partner and stakeholder facing meetings and will make decisions on how to best represent the department, answer questions from members of the public. This impacts the entire Department of State as engagement with the public is to improve community relations between the department as a whole and its constituents.

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

Drafted correspondence and materials as well as weekly, monthly, and quarterly deliverables created by the incumbent of this position will be reviewed by a supervisor.

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.

Office environment requires extensive computer use and prolonged sitting. Travel is required to meetings, events, etc. Position requires participation in events outside of normal working hours and may require occasional overnight lodging. Transporting and setting up displays and materials at events requires lifting and moving display boards, boxes of materials and other items. Driving of cargo van to transport materials to events is also 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"/> 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 External Affairs Analyst working on all External Affairs programming including Partner Relations and Public Engagement initiatives. The incumbent will support all public facing initiatives including partner engagement, poll worker recruitment, language access, assisting with tracking and management of contact lists, and supporting the youth engagement through research and analysis of campus and k-12 civic education projects. Position will also support MDOS public facing events to engage with community members and historically disenfranchised populations including researching, planning, and executing workshops, tabling, voter registration events, roundtables, and public speaking occasions across the state. Position will be responsible for recurring deliverables including analysis of stakeholder and community engagement and executive summaries of External Affairs activities. Position will also support administrative functions including sorting of external affairs mail, drafting and directing external email correspondence, management of team calendar, and submission of team expenses.

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 External Affairs is to maintain and improve public relationships with communities, partners, and stakeholders by providing engagement, support, and services to communities including historically underserved communities. This position will support all External Affairs activities to improve trust in government, voter education and civic engagement, and relationships between the community and MDOS.

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:**

- Knowledge of the Department's organizational structure and work area responsibilities.
- Knowledge of elections, voter and civic engagement best practices.
- Knowledge and experience planning public facing events and engaging with members of the public.
- Ability to plan and coordinate work projects.
- Ability to analyze and evaluate a variety of data for use in program development and analysis.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to learn and utilize computer processes.
- Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

SPR: Possession and maintain a valid driver's license, in accordance with agency's driving record standards.

*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