

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) Office of Early Education
4. Civil Service Position Code Description Departmental Analyst-A	10. Division
5. Working Title (What the agency calls the position) Grants and Contract Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor BRITTON, SYNTHIA A; STATE ASSISTANT ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor LAIDLAW, EMILY L; SPECIAL APPOINTEE	13. Work Location (City and Address)/Hours of Work 105 W Allegan St. Lansing, MI/Hybrid / Monday- Friday 8am-5pm

14. General Summary of Function/Purpose of Position

This position functions as the recognized resource for contracts funded by the Office of Early Education. Duties include participation in the development of contracts or grants and contract monitoring to ensure continued compliance and maximization of state and federal funds. Position is required to review data, analyze data, make decisions, and offer recommendations on the OEE Directors. Coordinates monthly monitoring activities and meetings, recommends changes and deletions in the monitoring process, and related reporting. Develops relationships and networks with those parties with whom MiLEAP has a contractual relationship.

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

This position functions as the recognized resource for contract administration for grants/contracts funded as part of the Office of Early Education.

Individual tasks related to the duty:

- Advise on contract development according to program policy, Early Education and MiLEAP procedures, federal regulations and state laws.
- Coordinates and supports development of contract Scope of Work and boilerplate in consultation with office Directors and other MiLEAP leadership (as needed) and appropriate contractors.
- Coordinate and collaborate closely with the MiLEAP's Grants and Procurement office.
- Develop budget forms, reporting forms and templates.
- Review activity plans and budgets to ensure compatibility, working collaboratively with the Administrative Fiscal Unit.
- Develop and process contract amendments as needed.
- Provide technical assistance during contract development and approval.
- Update contractors, OEE Directors and MiLEAP leadership monthly or as requested on contract progress/issues.
- Monitor contract issues and assist with the resolution in coordination with contractors and Early Education/ MiLEAP.
- Analyze and monitor developed statements of work, project plans, and monthly reports.
- Ensure timely acknowledgement, review and provision of feedback on contract deliverables.
- Coordinate monthly and quarterly monitoring meetings with contractors and the Department.
- Prepare agenda for monitoring meetings, as well as notes/record-keeping.
- Respond to questions and requests for information in a professional and responsive manner.
- Coordinate MiLEAP OEE information and ongoing technical assistance and support to contractors.
- Recommend and provide rationale for level of contract support to be available for subsequent fiscal years based on current and past years' service needs.
- Collect and share pertinent national trend and research data.
- Analyze and develop Statement of Work, criteria and content for Request for Proposals (RFPs) and Intent to Bid Processes as requested.

Duty 2

General Summary:

Percentage: 20

Special projects as assigned.

Individual tasks related to the duty:

- Perform other duties, as assigned.
- Participate in weekly check-in meetings, staff meetings, and other meetings as requested.
- Research and prepare responses on behalf of MiLEAP's Office of Early Education.
- Maintain records.
- Contribute to the collection of relevant data from subrecipients/contractors in the form of monthly, quarterly, and yearly reports on the progress of project plans and the Scope of Work.
- Contribute to evaluating and tracking the implementation of subrecipient/contractor programming against the Scope of Work and project reports.

Duty 3

General Summary:

Percentage: 10

Assist OEE with contract monitoring in coordination with the Financial Manager/unit to ensure fiscal oversight and technical assistance to OEE grants/contracts and to ensure accountability and fiscal integrity.

Individual tasks related to the duty:

- Coordinate technical assistance during budget development and contract approval including, webinars, conference calls, and on-site visits as appropriate.
- Review and process contract budget line item transfers and amendment requests, for approval by OEE Directors.
- Propose annual monitoring plan to MiLEAP's Central Office for approval; notify vendors of planned activities and timelines of the monitoring plan.
- Support contract audit issues and assist OEE Directors with the resolution.
- Work with MiLEAP Directors to ensure funds are used according to the approved budget and funding guidelines. Follow up with contractors when differences occur.
- Track spending related to OEE budgets and communicate frequently with each contract controller to ensure that revenue sources are tracked and used appropriately to reimburse expenditures in coordination with OEE Directors.
- Participate in site visits to monitor contract compliance and submit reports to contractors and, as requested.
- Develop and monitor corrective action plans, as necessary.
- Coordinate proper documentation in compliance with audit requirements.

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

This position requires independent decision making, prioritization of work assignments, as well as decisions that require management support and approval on a regular basis. Position is required to review data, analyze data, make decisions, and offer recommendations on OEE grant status.

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

Supervisory review is required on contract changes and corrective actions. Supervisory review and approval is required for contract monitoring plans and implementation, major fiscal impacts or political consequences, and decisions that impact other units within the department or across agencies.

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.

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 functions as the recognized resource for contract administration with the Office of Early Education. Duties include participation in the development of contracts and contract monitoring to ensure continued compliance and maximization of state and federal funds. Coordinates monthly monitoring activities and meetings, recommends changes and deletions in the monitoring process, and related reporting. Develops relationships and networks with those parties with whom MiLEAP has a contractual relationship. Works in partnership with OEE staff responsible for monitoring financial compliance and billing related to contracts

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 Office of Early Education strives to ensure that all young children meet their developmental milestones and enter kindergarten with the tools and ability to succeed in school. This goal is supported through the use of publicly funded programs that support children and their families from birth through five years old. Ensuring that families and partners in Michigan are aware of the resources available to them is an essential component to the successful implementation of MiLEAP's goals. The responsibilities of this position are designed to assist OEE in meeting these goals.

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 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) 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 principles and practices of research and analysis. Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting. Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services. Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs. Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services. Knowledge of the economic, social, political, and business conditions of the state. Knowledge of the legislative process and governmental organization and structure. Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis. Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures. Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives. Ability to prepare requests for proposals and program agreements. Ability to organize, evaluate, and present information effectively. Ability to interpret laws, rules, and regulations relative to the work. Ability to formulate plans, procedures, and controls in a program or service area. Ability to learn and utilize computer processes. Ability to design forms. Ability to maintain favorable public relations.

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.

BERNITA KISSANE

3/4/2026

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