

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: DEPTALTE394N

Civil Service Class and Level: DEPARTMENTAL ANALYST-E

Working Title (What the agency calls the position): Impaired Driving Program Coordinator

Name and Position Code Description of Direct Supervisor: VACANT; DEPARTMENTAL MANAGER-3

Department/Agency: STATE POLICE

Bureau (Institution, Board, or Commission): Information and Technology Bureau

Division: Office of Highway Safety Planning

Section: Program Management

Unit: Impaired Driving

Work Location (City and Address)/Hours of Work: 7150 Harris Drive, Dimondale, MI 48821 / Monday - Friday 8 a.m. - 5 p.m

General Summary of Function/Purpose of Position: Serves as an analyst with responsibility for activities related to the statewide impaired driving program portions of the Annual Grant Application. Plan, implement and develop grants with state and local agencies, oversee and evaluate grant programs.

This position assists managerial/program staff, industry, community groups and governmental agencies in identifying and developing programs statewide and regionally to address the problem of impaired driving in the state of Michigan. This position participates in the Office of Highway Safety Planning meetings at local, regional, state and national levels. This position must function in a bias free manner.

Assigned duties and tasks for each duty.

Duty 1: Develop the impaired driving portion of the Annual Grant Application based on research, interviews, and interaction with traffic safety professionals at the local, state, and national levels

Review professional journals, publications, reports and literature reviews pertaining to impaired driving areas.

Review, analyze and recommend traffic safety strategies to save lives and prevent serious traffic injuries.

Analyze traffic crash, fatality and injury data and conduct problem identification on a statewide basis for the network.

Work with OHSP program coordinators and the Communication Section recommend public information strategies.

Duty 2: Plan, implement and evaluate the impaired driving program sections of the Michigan Annual Grant Application. This includes grant development, strategy implementation, public information/education and evaluation in partnership with OHSP staff. Review written grant proposals from traffic safety advocates based on state and national goals.

- Develop state and local grants based upon goals and metrics of the Annual Grant Application.
- Analyze ongoing program operations and recommend modifications of policies and procedures.
- Prepare and implement an evaluation component to measure project outcomes.
- Recommend work plans for network activities.

Duty 3: Conduct monitoring and evaluation of grant programs to determine if they are impacting the problem and using resources in both an effective and efficient manner. Recommend follow-up plans to address grant program issues that are not meeting expectations.

- Monitor programmatic grant activity through telephone contacts, quarterly reports, email and other written correspondence in an on-going basis.
- Evaluate implementation of program activities to determine effectiveness in terms of achievement of objectives and compliance with established timelines.
- Develop and recommend program policies and procedures to correct identified deficiencies.
- Recommend strategies to correct identified deficiencies.
- Prepare reports regarding grant activity related to network programs.

Duty 4: Serve as an Office of Highway Safety Planning representative at local, county, state, regional, and national meeting, trainings and conferences.

- Serve as a member of the GTSAC's Michigan Impaired Driving Task Force.
- Participate in network activities to promote impaired driving prevention activities on a statewide basis.
- Respond as appropriate to requests for information from the general public, media and legislature regarding impaired driving related programs and grants.
- Advise the division on information gained from meetings and conferences.
- Assist with planning, support and coordination of the division's Traffic Safety Summit.
- Serve as OHSP representative for regional Traffic Safety Networks.
- Other duties as assigned by supervisor and Division Director.

Types of decisions made independently and whom or what those decisions affect: Make decisions as to programming and equipment that are eligible for federal funding. Analyze data and make recommendations regarding programs, policies and budgets to prioritize the implementation of solutions to identified problems. Use existing policies and procedures to monitor grant programs and determine compatibility with goals and objectives of the Office of Highway Safety Planning and compliance with federal regulations. These decisions have a statewide impact on Michigan's federally funded programs as well as operations of many participating state, county and local agencies.

Types of decisions that require the supervisor's review: Supervisor's review is required when making decisions affecting office policies and all requests involving increases in federal funding levels for OHSP-funded projects. Supervisor's review is required for any decision that might lead to negative publicity for OHSP, the Michigan State Police, or the National Highway Traffic Safety Administration grant funded projects.

Physical effort used to perform this job and environmental conditions of this position: Routine office environment functions and travel required.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: Developing, implementing, monitoring and evaluating federal grants in the impaired driving program areas; working with OHSP staff and communications specialists to implement program initiatives for public information and education efforts; and coordinating special projects.

The function of the position's work area and how it fits into that function: The Office of Highway Safety Planning works with community groups to promote traffic safety through enforcement of the state's safety belt law, focusing on impaired drivers and supporting traffic safety education programs for Michigan residents, including the elderly and youth. This position is responsible for developing grants and programs that will reduce impaired driving related fatalities and crashes in Michigan. .

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

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.

One year experience in injury prevention and control countermeasures and grant management preferred. Appropriate qualifications or work experience as a Departmental Analyst.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent writing and communication skills. Excellent organizational skills and the ability to analyze problems and recommend solutions. Knowledge of methods for grant development, grant writing, program review, evaluation, budgeting, and cost analysis beneficial.

CERTIFICATES, LICENSES, REGISTRATIONS:

None