

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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Education
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division Office of Public and Governmental Affairs
5. Working Title (What the agency calls the position) Department Analyst 9- P11	11. Section
6. Name and Position Code Description of Direct Supervisor WHEATON JAMES R. (BOB); STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor MALEYKO, GLENN; SUPERINTENDENT OF PUBLIC INSTR	13. Work Location (City and Address)/Hours of Work Hannah Building, Lansing, MI / 8:00 - 5:00
14. General Summary of Function/Purpose of Position This position serves as the administrative analyst for the Office of Public and Governmental Affairs. Responsibilities include providing support to the director on various projects and events, researching, collecting, analyzing and consolidating data necessary to prepare responses, reports and presentations.	

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: 45**

Serves as the Office of Public and Governmental Affairs administrative analyst performing research, analysis, and consolidating media and press information on behalf of the director.

Individual tasks related to the duty:

- Provides recommendations to office director in developing outreach plans for MDE initiatives (i.e., Top 10 Strategic Education Plan; literacy, teacher shortage).
- Analyzes ongoing program operations and recommends modifications of policies and procedures to achieve greater efficiency and effectiveness for MDE initiatives (i.e., Top 10 Strategic Education Plan; literacy, teacher shortage).
- Researches, identifies, recommends and coordinates best practices in making the agency (MDE) more efficient and effective in reaching positive conclusions for its initiatives and goals.
- Tracks media coverage of the department and education issues and prepares daily report for senior staff. Tracks responses to media inquiries, media talking points, and media statements to ensure convenient and timely response to media inquiries.
- Consults with team leads and office administrators on initiatives' goals and how to achieve successful outcomes/results.
- Researches, develops and manages project timelines and materials for the media, local school districts, Legislature, State Board of Education, education associations and public.
- Interprets existing and proposed laws, policies, and procedures with high-level individuals (i.e. legislators, Attorney General staff, Governor's staff, State Board members, organization executives, lobbyists, other states' executives and local and intermediate partners and members of the media).
- Serves as web liaison/strategist, working with web administrator and program offices to keep information on department website relevant, timely and consistent with other department messaging.
- Conducts research and analysis; develops and prepares reports and PowerPoint presentations; and conducts correspondence related to the work activities of the departmental program area.
- Conducts research and develops written documents on behalf of the director.
- Conducts research, analyzes, recommends, and tracks external communications regarding education, the department and the State Board of Education.

Duty 2

General Summary: **Percentage: 40**

Assists the director of Office of Public and Governmental Affairs in the development, implementation and management of the department and State Board of Education's communication functions.

Individual tasks related to the duty:

- Researches and develops materials and timelines for meetings, speeches, and conferences on behalf of the director and the state superintendent of public instruction and staffs outside meetings, speeches and presentations for the state superintendent.
- Accompanies state superintendent to outside speaking engagements to provide support, including tracking questions for follow-up, taking photos and videos.
- Assists director in preparing and disseminating regular communications to local school districts.
- Provides support to social media communications for the department and state superintendent, including shooting and editing video.

Duty 3

General Summary: **Percentage: 10**

This position serves as the Human Resource Liaison for the Office of Public and Governmental Affairs.

Individual tasks related to the duty:

- Analyzes position descriptions and recommend changes. Works with Office of Human Resources to finalize and update position descriptions
- Assists office with the selection process. Prepares position hiring requisitions and hiring packets and assists in creating interview questions, screening criteria, and selection criteria.
- Reviews and analyzes applications for vacancies.

Duty 4

General Summary: **Percentage: 5**

Other duties and projects as assigned.

Individual tasks related to the duty:

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

Identification of problems, issues and opportunities' for improvements.

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

When issues may not be consistent with current practices, policies, or those which are politically sensitive.

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.

Normal office setting. Long periods of sitting and utilizing a computer.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | 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?

23. What are the essential functions of this position?

This position serves as the administrative analyst for the Office of Public and Governmental Affairs. Responsibilities include providing support to the director on various projects and events, researching, collecting, analyzing and consolidating data necessary to prepare responses, reports and presentations.

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 Office of Public and Governmental Affairs is responsible for all internal and external communication regarding the Michigan Department of Education, including the Library of Michigan and the State Board of Education.

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:

Default experience not available

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to assist with confidential information with discretion.
Strong oral and written communication skills.

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.

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