# State of Michigan Civil Service Commission

**Position Code**

1. EDRSCSTEA

Capitol Commons Center, P.O. Box 30002 Lansing, MI 48909

POSITION DESCRIPTION

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| 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)** |
| **4. Civil Service Position Code Description**  EDUCATION RESEARCH CONSULTNT – 11 to 13 | **10. Division**  Educator, Student & School Supports |
| **5. Working Title (What the agency calls the position)**  Evaluation and Strategic Research Consultant | **11. Section** |
| **6. Name and Position Code Description of Direct Supervisor**  FINKBEINER, DREW L; STATE ADMINISTRATIVE MANAGER-2 | **12. Unit** |
| **7. Name and Position Code Description of Second Level Supervisor**  JUDD, DAVID; STATE OFFICE ADMINISTRATOR | **13. Work Location (City and Address)/Hours of Work**  608 W. Allegan, Lansing MI 48933 / M-F, 8-5 |
| **14. General Summary of Function/Purpose of Position**  This position supports internal and external evaluation efforts of department research that improves education for all students in Michigan and builds agency capacity to use evidence for decision making. This position also provides support for key initiatives within MDE by performing data analysis, recommending processes for analyzing data in support of MDE priorities, and analyzing data related to equity issues in all MDE’s programming. The position also supports the “evaluation” component of the Way of Work and works closely with data governance work. | |

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| **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**  Supports the department’ strategic research and evaluation efforts  **Individual tasks related to the duty:**   * Supports the Michigan Education Research Institute (MERI) partnership activities. * Supports efforts with external MERI partners on application development, tracking, review, and approval. * Coordinates recommendations for final approval decisions, by seeking feedback from program offices and/or the executive leadership, following up with feedback, and communicating to MERI. * Working with MERI, disseminate results/findings from both the six month required updates from research partners and ongoing research findings, including sharing results with executive leadership and program offices, garnering feedback, and questions, compiling these discussions, sharing with researchers, and scheduling/facilitating follow up conversations as needed. * Engage directly with the MERI team on key projects of interest to the MDE, with particular attention paid to any project receiving funding at either the state or the Institute of Higher Education level. * Coordinates and recommends topics for the MDE research agenda. * Develop in partnership with office staff and recommend the evaluation efforts to gauge success of Michigan's Top 10 Strategic Education Plan. * Serve as a member of and participate on the Way of Work (WoW) Support Team. Support the WoW Evaluation consideration area team (CAT). Develop tools and processes to support evaluation efforts across MDE. * Advise relevant program offices to develop a process for determining evaluation requirements and finding appropriate evaluators. * Ensure that results of evaluations are consistently high quality and shared across the agency. * Provide consultation to program offices concerning the development of evaluation criteria, selection, and monitoring activities of program evaluations. |
| **Duty 2**  **General Summary: Percentage: 15**  Coordinates communication and messaging related to strategic research with external partners and/or evaluation activities internal to the Department and/or with external partners/contractors.  **Individual tasks related to the duty:**   * Develop and implement high quality communication plans (related to strategic research) to ensure participation in coordination with executive leadership, office directors, and relevant partners. * Review and evaluate program evaluation findings and communicate the importance of strategic research and evaluation work. * Recommend and coordinate internal communication about ongoing strategic research with external partners; evaluations; and/or rapid response analyses with relevant internal audiences. |
| **Duty 3**  **General Summary: Percentage: 10**  Ensure data for analysis and evaluation is available to internal staff.  **Individual tasks related to the duty:**   * Conduct internal rapid response analyses and/or work as part of a team doing specific analytic work to answer key department questions of interest, as needed. * Ensure availability of data for internal consumers of data by collaborating with the data governance board. * Develop a process for identifying rapid response studies, including scope and format; for undertaking analyses; for creating policy briefs; and for vetting results. |
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| **Duty 4**  **General Summary: Percentage: 5**  Other assigned duties  **Individual tasks related to the duty:** | | |
| **Duty 5** |  |  |
| **General Summary:** | **Percentage:** |  |
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| **Individual tasks related to the duty:** |  |  |

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| **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**  Decisions regarding process and protocol to implement the MDE vision on strategic research and evaluation. Users of those processes and protocols are affected. |

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| **17. Describe the types of decisions that require the supervisor's review.**  Matters that arise that require new policy decisions and directives or that call for policy changes and matters for which there are no clear policy directives should be brought to the Deputy Superintendent. |

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| **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 environment. Long periods of time sitting in meetings. Some travel, including overnight travel is required. |

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| **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** |

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| **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**  N Complete and sign service ratings. N Assign work.  N Provide formal written counseling. N Approve work.  N Approve leave requests. N Review work.  N Approve time and attendance. N Provide guidance on work methods.  N Orally reprimand. N Train employees in the work. |

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| **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**  Yes |

This position serves as the evaluation and strategic research recognized resource for the Michigan Department of Education (MDE). The education research consultant lead and coordinate internal evaluation efforts of MDE, including supporting all

MDE offices who are required to perform program evaluation activities by collaboratively working with the Michigan Education

Research Institution (MERI) and other partners to support research that improves education for all students in

Michigan. Support MDE research efforts in maintaining a department agenda, managing application processing, overall research partner tracking, dissemination of results within and beyond MDE, and building agency capacity to demand and use evidence for decision making. This position also provides direct support for key initiatives within the MDE by performing data analysis, developing processes for analyzing data in support of MDE priorities, and analyzing data related to equity issues in all of MDE’s programming. The position also serves as the lead for the “evaluation” component of the Way of Work and work closely with the data governance work of the MDE.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

New position

**25. What is the function of the work area and how does this position fit into that function?**

The Michigan Department of Education supports research that helps the department implement our Top 10 in 10 goals. This

position is in the Office of Systems, Evaluation and Technology, in the division of Educator, Student and School Supports. This position implements the evaluation and strategic research efforts of the office/division on behalf of the department.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Education Research Consultant 12-14:

Possession of a master's degree in education, social science, or mathematics, with at least 8 semester (12 term) credits in one or a combination of the following: inferential statistics, educational measurement, evaluation design, or research design (excluding thesis or dissertation credits)

Education Research Consultant 15A:

Possession of a master’s degree with a major in school psychology; educational psychology, educational testing, measurement, or assessment; psychometrics; inferential statistics; quantitative program evaluation; quantitative psychology; or organizational/industrial psychology, with 20 semester (30 term) post-bachelor’s degree credits in quantitative research and analysis methodologies.

Education Research Consultant 15B:

Possession of a doctorate degree (PhD/EdD) with a major in school psychology; educational psychology, educational testing, measurement, or assessment; psychometrics; inferential statistics; quantitative program evaluation; quantitative psychology; or organizational/industrial psychology, with 30 semester (45 term) post-bachelor’s degree credits in quantitative research and analysis methodologies.

**EXPERIENCE:**

# Education Research Consultant 14

Three years of post-master's consultative or administrative experience in education research or empirical research, including one year equivalent to an Education Research Consultant P13.

# Alternate Education and Experience Education Research Consultant 12 - 14

Possession of a doctorate degree in measurement, evaluation, or research design may be substituted for one year of the required experience.

# Education Research Consultant P13 - 14

Possession of an educational specialist (EdS) degree with eight post-bachelor’s semester credits in inferential statistics, educational measurement, evaluation design, or research design may be substituted for six months of the required experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Knowledge of standard measures and statistical tools used in education research, evaluation, and assessment.
* Knowledge of the principles and practices of research, evaluation, and assessment.
* Knowledge of modern developments, trends, and theories in education and education research, evaluation, and assessment.
* Knowledge of different types of research and methods of gathering and evaluating data.
* Ability to plan, conduct, and review research and assessment projects in the field of education.
* Knowledge of state and federal laws pertaining to education.
* Knowledge of appropriate uses of objective-referenced and norm-referenced tests.
* Ability to conduct workshops relating to the work.
* Ability to analyze, interpret, and apply inferential statistics appropriately, including significance testing.
* Ability to maintain favorable public relations.
* Ability to communicate effectively with others.
* Ability to maintain records, and prepare reports and correspondence related to the work.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver’s license.

***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.**

NA

***I certify that the entries on these pages are accurate and complete.***

JOETTA PARKER

5/12/2021

**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**