CS-214
REV 8/2007

	1. Position Code

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** MSF/Michigan Economic Development Corp.
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)**
4. Civil Service Classification of Position Departmental Analyst 9-11	**10. Division** Talent Solutions
5. Working Title of Position (What the agency titles the position) Talent Solutions Specialist	**11. Section**
6. Name and Classification of Direct Supervisor Chris Rishko, Director, Talent Solutions Non-State Supervisor	**12. Unit**
7. Name and Classification of Next Higher-Level Supervisor Kerry Ebersole-Singh, EVP Talent Solutions Non-State Supervisor	**13. Work Location (City and Address)/Hours of Work** 300 N. Washington Sq, Lansing, MI 48913 Monday – Friday; 8am – 5pm

14. General Summary of Function/Purpose of Position

This position serves as a Talent Solutions Specialist at the Michigan Economic Development Corporation responsible for working closely with stakeholders to gather,consolidate, and evaluate information about programs, processes, and best practices, and disseminate information between, employers, talent program providers/training providers or educational institutions, and economic development partners. Leads employer engagement as assigned, serves a program manager to coordinate training and recruitment resources, and orients new partners with talent program information and procedures.

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15. **Please describe your <u>assigned</u> duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

    List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

<u>Duty 1</u>

General Summary of Duty 1   **% of Time**   **70**

Serve as an industry liaison working closely with MEDC Talent stakeholders, local training partners and employers to support development of Michigan's talent programs and solutions.

Individual tasks related to the duty.
- Identify and track employer talent issues and resolutions. Collect and summarize information, present strategies, and tools, and assist stakeholders with inquiries or concerns.
- Inform and maintain talent solutions best practice handbook with items such as, event descriptions and checklists, proposal examples, best practices with training incentives, salary tools, occupation job growth tools, and training tools.
- Research, identify, gather, and provide labor force data to key external/local stakeholders. Information such as workforce data, employer job posting data, etc.
- Orient new partners into the talent solutions programs and processes.
- Provide interpretation and/or explanation of programs goals, strategies and guidelines.
- Support and assist talent solutions leadership in the development of talent solution programs.
- Develop, schedule, and lead regular talent partner meetings and represent the MEDC's work to external constituencies as required.

<u>Duty 2</u>

General Summary of Duty 2   **% of Time**   **25**

Serve on special projects representing the Talent Solutions Team and MEDC.

Individual tasks related to the duty.

- Serve as a representative of the talent solutions team on projects within and outside of MEDC.
- Maintains deep knowledge of one or more of the following industries: automotive/mobility, semiconductors, life sciences/ medical device tech, high tech, or advanced manufacturing.
- Maintain and manage databases of training and educational data resources. Create, research, evaluate and measure activities and outcomes and prepare related reports.
- Maintain current in the field by continually enhancing skills and knowledge through research, information exchange with stakeholders and peers, and education event attendance.
- Provide detailed updates and recommendations to the Talent Solutions Director to be presented to Talent Solutions/MEDC leadership.

Duty 3

General Summary of Duty 3   **% of Time 5**

Perform other related duties as directed by supervisor.

Individual tasks related to the duty.

- Serving as a representative of the talent team in meetings, conferences or coalitions.

16. **Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

    This employee is given specific long-range goals, and then takes moderately independent action in carrying out daily assignments to achieve the Corporation's goals. Intermediate level analysis in dealing with all levels of the business community to attract, retain and develop talent to support business attraction, economic gardening and entrepreneurship.

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

This individual works primarily in a team environment; meets, confers, and reports to the Director of Talent Solutions on a regular basis. An issue of broader Talent strategy or political nature could be brought to the supervisor's review. Although this position functions on many tasks independently, the supervisor is available on a regular basis to discuss any issues of concern in dealing with talent enhancement.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Position requires some travel and possible extended hours past normal 8-5. Laptop computer and portable telephone are provided to assure department management can access incumbent's expertise quickly.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each

NAME	CLASS TITLE	NAME	CLASS TITLE

20. My responsibility for the above-listed employees includes the following (check as many as apply):

____Complete and sign service ratings.   ____Assign work.

____Provide formal written counseling.   ____Approve work.

____Approve leave requests.   ____Review work.

____Approve time and attendance.   ____Provide guidance on work methods.

____Orally reprimand.   ____Train employees in the work.

21. *I certify that the above answers are my own and are accurate and complete.*

_____   _____

Signature   **Date**

NOTE: Make a copy of this form for your records.

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

    Yes

23. **What are the essential duties of this position?**
    - Serve as liaison working closely with MEDC Talent stakeholders, local training partners and employers.
    - Identify and track employer talent issues and resolutions. Collect and summarize information, present strategies, and tools, and assist stakeholders with inquiries or concerns.
    - Inform and maintain talent solutions best practice handbook with items such as, event descriptions and checklists, proposal examples, best practices with training incentives, salary tools, occupation job growth tools, and training tools.
    - Research, identify, gather, and provide labor force data to key external/local stakeholders. Information such as workforce data, employer job posting data, etc.
    - Maintain and manage databases of training and educational data resources. Create, research, evaluate and measure activities and outcomes and prepare related reports.
    - Orient new partners into the talent solutions programs and processes.
    - Schedule regular talent partner meetings as required.
    - Maintain current in the field by continually enhancing skills and knowledge through research, information exchange with stakeholders and peers, and educational opportunities.

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 Talent Solutions team strives to attract, retain and develop talent to support business attraction, economic gardening and entrepreneurship. Talent Solutions develops and implements key statewide programs, supports local Talent Partners with a variety of tools and resources, and helps employers find talent. This team partners closely with Workforce Development, the MWAs, Community Colleges, Local Economic Development Organizations, and many other key organizations to help support the growth of Michigan. This position will serve as an analyst and support implementation of a wide variety of state-wide high impact and high visibility Talent Solutions programs.

26. **In your opinion, 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. Prefer a Bachelor's degree (B.A.) in Business Administration, Marketing, Human Resources, or related field.

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.

Prefer 2-4 years experience in talent enhancement, workforce development, or human resources. Deep knowledge of one or more of the following industries: automotive/mobility, semiconductors, life sciences/ medical device tech, high tech, or advanced manufacturing is also preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to read, analyze, and interpret documents such as procedure manuals, rules, regulations, and operating instructions.
2. Ability to respond to common inquiries or complaints from customers, local businesses, employers, job seekers, colleges, etc.
3. Ability to function with strong written and verbal communication skills.
4. Ability to write routine reports, business correspondence and procedure manuals.
5. Ability to define problems, collect data, establish facts and draw valid conclusions.
6. Ability to effectively use common business computer software such as word processing, spreadsheet, and presentation software.
7. Ability to build strong relations and maintain favorable partnerships.
8. Ability to speak effectively before groups of customers or employees of organization.
9. Knowledge of human resources activities such as recruiting, selection, and interviewing.

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications

27. *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's Signature	**Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature	**Date**